

EVENTS COORDINATOR (TEMPORARY)



OVERVIEW

Commitment

Up to 10 hours per week
May - August 2022

Location

Denver, CO

Compensation

\$15 per hour

Benefits

- Experience in the operation of an international non-profit
- Relationships with organization's staff, volunteers, board members, donors, and partners
- Connect with community businesses and vendors
- Exposure to the community at the Posner Center for International Development, which includes large and small nonprofits, private enterprises, university departments, consultants, and individuals, all engaged with global development issues
- Opportunity to use your talent and skills in support of girls' education and empowerment programs in Africa

DESCRIPTION

AfricAid supports mentoring opportunities for secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. With our local partner, GLAMI, we work to equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society.

We are currently seeking a temporary Events Coordinator to support the planning and execution of AfricAid's annual fundraising gala, Art & Soul. In this role, you will:

- Lead AfricAid outreach in securing items for the event silent auction
- Aid in booking event vendors and sending guest invites
- Support the AfricAid gratitude process, including data entry, thank you notes, and calls to individuals, corporations, and companies that donate auction items
- Assist with collection and organization of auction items
- Support event marketing by writing social media posts and highlighting event partners
- Serve as key contact for auction software and ensure all items are entered into system correctly
- Help with day-of event set-up and take-down, as well as provide support during event
- Provide other general support to the team as needed - and share your ideas!

QUALIFICATIONS

The ideal candidate will be extremely organized and comfortable with technology and making phone calls. Ideally, they will also have a background or interest in non-profit management, event planning, marketing, communications, or related field.

APPLYING

Send a cover letter and resume highlighting your relevant experience and why you want to join the AfricAid team to olivia@afraid.org. Please include your name and "Events Coordinator" in the subject line.