



**Big Brothers Big Sisters**  
of Greater Kansas City

## **Special Events Coordinator Job Description**

### **ABOUT US**

**BBBSKC Mission:** To create and support life-changing friendships for children.

**BBBSKC Vision:** To create positive change within our community through the power of one-to-one mentoring.

[www.bbbskc.org](http://www.bbbskc.org)

Big Brothers Big Sisters partners with individual donors, foundations, corporations, governments, and others to build the critical network of support that funds and enables the work of carefully matching children with caring adult mentors and providing ongoing support to the child, volunteer mentor and child's family. Big Brothers Big Sisters targets the children who need us most, including those living in single parent homes, growing up in poverty and coping with parental incarceration. Over 1,300 Matches (Bigs & Littles) get together every week in Kansas City. Research proves that children enrolled in Big Brothers Big Sisters programs are more likely to improve in school and in their relationships with family and friends, and less likely to skip school or use illegal drugs or alcohol. Big Brothers Big Sisters of Greater Kansas City has been recognized as a leader in the non-profit industry and in the BBBS network; winning the National BBBS Large Agency of the Year and Gold Standard Award in 2011, 2013 and 2015. Other awards include *Ingram's Magazine & KC Magazine's* Best Non Profit and the *Non Profit Times* Best Non Profit to Work For. We love events! Our Special Events Team works hard to create unique, positive, memorable experiences for our event guests. From fundraisers to friendraisers we deeply value the relationships created and the dollars generated from each of our special events, large or small.

### **POSITION SUMMARY**

The Special Events Coordinator provides pre-event, on-site and post-event leadership for special events put on by Big Brothers Big Sisters of Greater Kansas City. This position requires a very detail-oriented, organized self-starter whose role is instrumental in supporting a very busy special events program. These events, to name a few, include a large-scale awards banquet, a rooftop crawl fundraiser, golf tournaments, Summer Bowl for Kids' Sake, a live auction, activities for Bigs and Littles and more.

### **DUTIES AND RESPONSIBILITIES**

- Reporting to the Director of Special Events, our Special Events coordinator assists with tasks related to special events including: data entry, shipping/transport of event related supplies, placing orders for event materials, check-in and registration, record keeping, mailings, trend research, donor correspondence, marketing assistance and other tasks as assigned.
- The Special Events Coordinator also co-leads the BBBSKC Big Impact Group, our Junior Board, to help organize events, recruit volunteers, plan activities for Bigs and Littles and more.
- You will work collaboratively with our Special Events team and will be given the opportunity to help drive strategies, creative problem solve and shape each of our special events.
- This position requires attention to detail, strong organizational skills, creative thinking and a passion for events and creating a high quality guest experience.
- Office work includes, but is not limited, to: answering and returning phone calls, follow-up with inquiries, communicating with event vendors, event research, computer data entry, and assistance with event records.
- You should be comfortable assisting in a development/fundraising role where building relationships with our supporters and volunteers is key.

## **EDUCATION, SKILLS AND EXPERIENCE**

One to three years of relevant event planning and/or nonprofit development work is preferred. You should possess strong verbal, written and interpersonal communication skills and have the ability to present in front of a group. Knowledge of broad themes in event production and management along with self-motivation, initiative and reliability is essential. Basic office skills, record keeping, and strong organization skills are a must. A Bachelor's degree or equivalent work experience in hospitality, marketing, communications or business with strong interest in special events and working for a nonprofit organization. You will often lift and/or move up to 50 pounds and must be able to stand for long periods of time. A valid driver's license, reliable transportation and willingness to drive a U-Haul truck or commercial van is also preferred.

## **ABOUT YOU**

Applicants should be capable of performing the listed duties and responsibilities. As an agency ambassador, you should be professional, sociable and operate with integrity. This team-oriented person must also have outstanding organizational skills, possess the ability to work well independently and be able to set and accomplish goals. Proficiency in Microsoft Office and familiarity with basic databases such as Kintera and eTapestry is helpful to this role. You should be able to work independently and also work well with a team as you will work alongside our Special Events Assistant, Director of Special Events, Fundraising Assistant and Development team members.

## **WORK ENVIRONMENT**

BBBSKC is the fastest growing Big Brothers Big Sisters agency in the nation, nearly doubling the size of our staff and number of children served within the past 10 years. We are proud to offer competitive pay, a generous benefits package, ample vacation days, and a fun office environment where the average tenure for staff is nine years. Management believes in helping our staff members learn and grow, offering professional development opportunities whenever applicable. We also believe in the work hard, play hard motto as we plan quarterly staff outings where we can relax and enjoy a day off together. This position is based primarily in our beautiful, newly renovated Crossroads office (which happens to include a rooftop party deck). Special events may take place indoors or outdoors in the Greater Kansas City area and some weekend and evening hours will be required.

## **TO APPLY**

We are seeking an organized, creative and engaged Special Events coordinator to join our growing team. If you qualify for this position and are passionate about our mission, about making our community stronger and if you're driven by the desire to positively impact the lives of countless Bigs and Littles, we are psyched to hear from you.

**Please email your resume and a cover letter (to include what makes you a phenomenal event coordinator and why you want to work at Big Brothers Big Sisters as well as your salary requirements) to:**

Erica Ostroski, Director of Special Events  
Big Brothers Big Sisters of Greater Kansas City  
erica@bbbskc.org  
www.bbbskc.org

Email applications are preferred; if that is not an option you may send your application to:  
BBBSKC, Attn: Erica Ostroski, 1709 Walnut Kansas City, MO 64108.

BBBSKC values diversity and inclusion and we are proud to be an Equal Opportunity Employer.

## **Connect with BBBSKC**

