

In Other Words Feminist Community Center

Job Title:	Lead Events Coordinator		
Position Type:	Volunteer Position	Reports To:	Board/ Financial Personnel
Location:	14 NE Killingsworth Ave. PDX	Travel Required:	No
Salary:	\$0.00		

Job Description

Role and Responsibilities

The In Other Words *Events Team* coordinates all community and programming events at In Other Words. This includes both regular and one-time workshops, skill shares, author readings, support groups, film screenings, musical performances, community partner events, etc. The Lead Event Coordinator oversees all aspects of event programming, including: reviewing event requests, scheduling events, organizing event details, training and scheduling event volunteers, producing monthly print and online calendar of events, and marketing events. The Lead Event Coordinator also develops and implements policies and procedures to establish standards and expectations for event volunteers, facilitators and participants, ensuring compliance with all policy/licensing requirements.

The Lead Event Coordinator will also be responsible for the following:

- Coordinate all event details with Events Team (team should have at least 3 people working closely together)*
- Coordinate contract signing, fee collection*, and advertising of events
- Record all necessary info in detail on online calendar and events spreadsheet*
- Provide ample event description for event volunteers and staffers
- Coordinate with the Communication Team and Marketing Liaison to help advertise
- Work with Bookstore Team and/or Consignment Team to order books for author events
- Check in with existing event facilitators for monthly updates to calendar
- Check in with regular facilitators re: closing, keys, and attendance/donation records
- Oversee the use of event Pay Outs and proper financial records to bring to the IOW Accountant and Board Treasurer*
- Ensure volunteer coverage of events
- Coordinate and maintain the scheduling of regular events team meetings in the IOW store space*
- Oversight of the events@inotherwords.org email account
- Provide excellent customer services and timely response to events facilitators
- Conduct event feedback surveys to build on team strengths and weaknesses
- Supervise monthly reviews of event equipment and fix or clean items when needed*
- **Alternate On-call/Emergency responsibilities with other Lead Coordinators, such as but not limited to,**
 - **Shift coverage for scheduled events, scheduled staffing shifts, public outreach, and store emergencies ***
- Attend board meetings and sharing that knowledge with the staffers/volunteers*
- **Attend weekly or bi-weekly Lead Coordinator meetings with the other Lead Coordinators, in which, as a group the Coordinators are specifically responsible for, but not limited to, ***
 - **The creation and management of centralized documentation and knowledge base**
 - **The creation of a action plan to cultivate a cohesive mentorship process for IOW volunteers**

* denotes in-store presence needed to fulfill these responsibilities

Qualifications and Education Requirements

- Interest in being at part of a large feminist community
- A dedication to the IOW mission and values
- Excellent leadership skills
- Professional and friendly communication skills; in person, on the phone, and through emails
- Goal oriented with excellent attention to detail
- **An In Other Words volunteer who has been with the organization at least 3 months required unless not feasible.**
- The ability to multi-task and prioritize assigned work
- Self motivated, detail and solution orientated
- Professional demeanor in an office environment
- Must be able to attend all Board Meetings or other meetings when required
- Must be have the ability to cover any shifts when needed and be able to be connected when needed
- Excellent with frequent emailing and some phone calls
- Responds to community members in a friendly and timely manner

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- A people-person who is reliable and flexible
- This person should expect to be in the store for staffing, meetings, events and such between 2 to 4 times a week

Application Process

If you are interested in applying for this volunteer position please submit your resume with 3 references and a cover letter showcasing why you feel like you are a good candidate for this position to humanresources@inotherwords.org by 5:00pm on July 5th, 2013. Thank you for your interest. We are an equal opportunity volunteer recruiter.