

**Title:** HoPe Anniversary Gala Coordinator

**Reports to:** Director of Signature Events

**Position Type:** Volunteer position

**Contact:** Send questions to [yanet.velazquez@hopestrong.org](mailto:yanet.velazquez@hopestrong.org)



**Duties and Responsibilities:**

- Collaborate with Director of Information Technology to track all Gala confirmations and attendance
- Confirm Gala catering, supplies, and material accommodations
- Coordinate logistical needs for confirmed guest speakers
- Track all confirmed volunteers
- Assist in Gala logistics as team lead for all volunteers
- Send appropriate event *Thank You Notes*
- Assist in hosting of webinars for event committee
- Maintains Gala budgets and creates financial reporting to share with internal departments and external agencies.
- Track all in-kind data and tax exempt letter needs
- Assists with the post-event coordination including but not limited to debrief meetings, recognition to key constituents, financial reporting, event report and data transfer to accurately understand the ROI for each event
- Active member of the HoPe Anniversary Gala planning committees
- Partake in meetings with Director of Signature Events as scheduled
- Implement additional Gala projects and tasks as assigned by the Director of Signature Events
- Provide support to Director of Signature Events

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Event Management / Project Management
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2017-2018 academic year

- Strong commitment to HoPe's mission and values



**Time Commitment:**

- 5-10 hours per week.

*\*We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*