

Events Coordinator
Position Description
Habitat for Humanity of Louisa County

Title: Events Coordinator

Reports To: Advancement Chair

Job Summary: This is a volunteer position requiring approximately 3 hours of time per week. Responsible for working with the Operating Committee and the Advancement Chair in planning, organizing and coordinating various events for the Chapter. Primary responsibilities include outreach, scheduling, and coordinating special events that further Habitat for Humanity of Louisa County's mission of building strength, stability, and self-reliance through shelter.

Responsibilities and Duties:

- Plan, organize and produce various special events and manage the delivery elements within agreed to chapter deadlines. Examples include community outreach events, information sessions, home ribbon-cutting and dedication events, volunteer appreciation events, etc.
- Manage all aspects of event planning meeting the Chapter's schedule and budget constraints.
- Build relationships with HFH partners, vendors, venues, and other community contacts to craft and implement creative and logistical aspects of events.
- Organize locations, setting, the list of attendees, and particular requirements about logistic issues.
- Coordinate with the other Steering Committee members and keep in contact with various POCs to promote an event, as required.

Other functions:

- Conduct and coordinate outreach with partners and potential partner organizations, various community and service groups
- Report progress to the Operating Committee as required

Note: On average the HFH Louisa Chapter organizes 3-4 special events per year.