

# EVENTS & COMMUNITY OUTREACH COORDINATOR

**Reports to:** Development Director

**FLSA (Fair Standards Act) Status:** Hourly

**SUMMARY:** Home Sweet Home (HSH) is a nonprofit furniture bank that partners with under-served individuals and families to furnish their homes, creating spaces that support stability, comfort, and dignity.

The Events & Community Outreach Coordinator plays a key role in expanding HSH's visibility, strengthening community relationships, growing volunteer engagement, and executing high-quality events that drive our mission forward.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Event Management**

- Along with the Development Director, plan, coordinate, and execute all special events (fundraising events, community engagement events, third-party events, etc.).
- Develop and manage event timelines, budgets, logistics, vendor relationships, and contracts in collaboration with the Development Director.
- Track event performance and implement data-informed improvements to increase attendance, revenue, and engagement.

### **Volunteer Group Engagement**

- Act as a single point of contact for volunteer groups
- Schedule all group volunteer activities such as dresser builds, in-kind donation drives, or any special group volunteer opportunities
- Organize and participate in group volunteer recognition programs and special events
- Develop, manage, and continuously improve group volunteer policies, procedures, and program effectiveness.
- Maintain accurate records and provide timely statistical and activity reports on group volunteer participation

### **Community Outreach and Partnerships**

- Steward and expand relationships with collaborative partners, local businesses, faith communities, corporations, nonprofits, and neighborhood groups to deepen engagement, recruit new volunteers, and encourage in-kind donations and drives.
- Identify and pursue strategic outreach opportunities—including community events, workshops, in-kind donation drives, and promotional channels—to increase visibility and grow individual and group volunteer participation.

### **Fundraising Support**

- Support donor cultivation and stewardship through events and volunteer activities.
- Collaborate with the Development Director to engage corporate partners in sponsorships and volunteer programs.
- Assist with donor recognition opportunities at events.

### **Communications**

- Collaborate with the Volunteer Coordinator on weekly volunteer newsletter
- Partner with the Communications Director on external messaging about events and group volunteer opportunities, including invitations, programs, social media, and post-event follow-up.
- Facilitate distribution of information relevant to staff and volunteers
- Author written communications such as letters, organizational practices, instructions as needed

## **REQUIREMENTS**

- Organized, self-motivated, and committed individual who can work with minimal supervision, manage multiple priorities, and work in a deadline-driven environment
- Excellent verbal, written, and presentation skills
- Ability to act proactively and anticipate the needs of clients, constituents, volunteers, staff, partners, and other stakeholders
- Willingness to take on additional tasks and responsibilities as assigned
- Must be patient and kind as we are working with at-risk populations
- Ability to work Monday through Friday as well as occasional weekends or evenings
- Able to pass all background checks

## **COMPENSATION**

40 hours a week at \$24 an hour. We offer a robust benefits package including sick time, PTO, paid holidays, and health, dental, and vision insurance.

## **SCHEDULE**

Mon-Fri 8:30 am - 3:30 pm, occasional weekends and evenings

## **TO APPLY**

Please send your resume and cover letter to [employment@homesweethomestl.org](mailto:employment@homesweethomestl.org).

\*\*\*Home Sweet Home is an Equal Opportunity employer committed to a diverse and inclusive workforce. We believe our team must reflect the diversity of the families we serve and a diverse team where everyone feels comfortable being themselves will be a long-term advantage. We actively seek out diversity and do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, education, or disability.