



**mobilemeals**

MOBILE MEALS OF TOLEDO, INC.

04/2023

### **Special Events Coordinator**

Part-time: 15-20 hours per week (\$18 - \$23/hr)

Responsible to: Executive Director

Duties include, but are not limited to:

- Coordinate all fundraising and special events for the organization to include wine, chili, volunteer recognition, and other events as needed
- Organize and attend fundraising events' committee meetings
- Attend Development Committee meetings as needed
- Provide reports/minutes of committee meetings and distribute
- Organize, solicit, and track community and corporate support for fundraising events
- Manage database program for events and appeals
- Assist with the development, production, and distribution of materials associated with fundraising events
- Obtain all permits and licenses needed for events
- Assist in coordinating all printed materials and signage for events
- Assist in maintaining a safe and obstruction-free workplace.

Qualifications:

Pay based on experience/education. 1 - 3 years of event planning experience is a plus. A driver's license, reliable transportation, excellent organizational and interpersonal skills, ability to multi-task and prioritize job related activities, accuracy and attention to detail, basic computer skills and an interest in working with older adults. When necessary, the applicant may be required to answer phones. The organization requires a background check (which Mobile Meals will facilitate).