

Diocese of Oakland
Job Description
Family Aid-Catholic Education (FACE) – Events Coordinator

Title: Events Coordinator 6 (FACE)
Department: Office of Mission Advancement
Reports To: Director, FACE
Classification: Non- Exempt -Full-Time - Temporary (January 2020 - August 2020)

Primary Function:

FACE (Family Aid-Catholic Education) is looking for an Events Coordinator to assist with the administrative duties in the planning of The FACE Annual Gala Auction.

The Events Coordinator will play a critical support role for the Director of FACE. They will take the lead in managing the registration and volunteers in preparation of the annual gala auction. Critical responsibilities will be the handling of the online giving and registration forms. They will also work closely with the vendors and volunteers to make sure schedules and deadlines are being met and finalized.

Duties and Responsibilities

- Support planning, logistics, and set-up for The Annual FACE Gala Auction.
- Manage data entry and donor acknowledgement for giving, event and volunteer activities in existing fundraising databases.
- Work with Director of FACE to manage volunteers and provide administrative support for all aspects of the gala planning responsibilities.
- Assist with all vendor communications.
- Participate in weekly planning meeting providing status updates.
- Participate in "post-conference" de-brief sessions to record and document areas of strengths and areas for improvement.
- Perform other job-related duties as assigned.

Education and Experience:

- Bachelor's degree or equivalent experience required.
- Minimum of two (2) years of related work experience.
- One (1) or more years of experience in database administration, preferably the Raiser's Edge.
- Greater Giving event planning knowledge a plus.

Skills and Abilities:

- Outstanding interpersonal and organizational skills.
- Have high energy, be a self-starter and team player.
- Possess a strong work ethic and commitment to the task at hand.
- Exceptional attention to detail and follow-through.

- Ability to work closely and cultivate strong relationships with volunteers, supporters and donors from all constituent groups including staff, and FACE Advisory Board.
- Ability to prioritize and manage multiple tasks within a variety of demands.
- Discretion and candor, ability to maintain confidentiality.
- Ability to lift and carry up to 25 pounds.
- Strong customer service mindset and superior interpersonal skills.
- Proactively engage in a collaborative team environment and work independently as needed.
- Excellent problem solver.

Compensation:

This position is eligible for benefits and has an hourly pay range of \$25.00 - \$30.00 per hour.

To apply: Interested candidates please send a cover letter and resume to the Department of Human Resources attention Gloria Espinoza at gespinoza@oakdiocese.org.