

Special Events Coordinator Job Description (Part-Time)

Join the Journey of Inclusion and Empowerment at Friends Life Community!

At Friends Life Community, we believe in the boundless potential of every individual, with and without disabilities. We are on a mission to create opportunities that empower adults with intellectual disabilities to discover their unique talents and find their place within the community and the world. Together, we are building a more fulfilling life for our Friends and bringing peace of mind to their families.

Our Core Values: Belonging, Self-Advocacy, and Innovation

At the heart of our organization lies a commitment to our core values:

Belonging: We believe that everyone deserves to be seen, respected, and celebrated for their unique qualities. We create an inclusive environment where diversity is celebrated, and everyone is excited to be a part of the community.

Self-Advocacy: We empower the Friends to know their rights and responsibilities, encouraging them to use their voice to advocate for themselves in a proactive and engaged manner.

Innovation: We never settle for the status quo. Committed to constant evolution, we continuously improve our programming and methods to provide better opportunities, education, employment, and quality of life for the IDD community.

Your Purpose: Special Events Coordinator

As the Special Events Coordinator, you will play a vital role in supporting our Social Enterprise Program. Your primary mission will be to coordinate and execute all aspects of the Treat Truck enterprise seamlessly. From managing booking requests and event schedules to supervising staff and volunteers, you'll be instrumental in creating a memorable and delightful experience for our customers. By aligning the vision of the Treat Truck with our organization's mission, you will contribute to the Friends' skill-building and personal growth.

You will also play a supportive role in coordinator aspects of other special FLC events such as market events and fundraisers hosted on our campus, and other market or community awareness opportunities.

What We Expect: Excellence in Implementation

As the Special Events Coordinator, we count on you to demonstrate excellent organization, communication, time management, and planning skills. Collaborating with co-workers and

volunteers, you will actively execute programmatic goals, ensuring the Friends learn valuable skills, increase socialization, and improve self-advocacy and independence. Your dedication to program goals will positively impact our community's reputation and lead to lasting change for the Friends.

Primary Duties and Responsibilities:

- On-site event execution of Treat Truck events, including evening and weekend events
- Coordinate incoming booking requests and Treat Truck event calendar
- Provide prompt and friendly communication for booking inquiries and existing customers
- Work with the Senior Director of Business Affairs to ensure prompt and accurate invoicing
- Track and record cash and Venmo donations for each event
- Keep database of records updated in Monday.com for all events
- Manage client and Associate (hired Friends) schedules to ensure that each Treat Truck event is properly staffed
- Coordinate volunteer support for Treat Truck events, keeping volunteers engaged and focused on supporting clients/Associates
- Use positive behavior supports and encouragement, and ensure everyone is as safe as possible
- Collaborate with the Director of Partnerships and Social Enterprise to monitor clients and Associates, collect assessment data, and produce reports to show impact of services and progress toward career and social goals
- Track Treat Truck inventory and supplies, restocking when necessary
- Keep equipment and vehicles clean and in good condition, notifying supervisor of maintenance issues or required repairs
- Demonstrate best practices, inclusion, empathy, communication, and relationship-building with clients and Associates to model expected behaviors with customers, community partners, and members of the larger community
- Assist in coordinating all aspects of market events held on FLC's campus, including vendor communication, staff and Friend scheduling, and managing a timeline of activities for each event
- Assist in coordinating key aspects of fundraising events, as assigned

Qualifications and Working Conditions

We are seeking a passionate individual who believes in our mission and core values. Previous experience working with individuals with intellectual and developmental disabilities is preferred, though not required. You should possess exceptional and demonstrated organization, time management, and communication skills.

A clean driving record and the ability to drive program vehicles, including minibuses and towing a trailer (or a willingness to learn), are required.

Availability to work evening and weekend hours is required.

Experience with platforms such as Microsoft Office products, Monday.com, Canva, and Shopify preferred.

Compensation Package

This hourly position offers a starting rate of \$18-\$22/hour. We are committed to providing a safe work environment that supports both clients and employees.

Join Our Inclusive and Empowering Community!

At Friends Life Community, we are dedicated to fostering a culture of belonging, self-advocacy, and innovation. If you are ready to be a part of a team that brings joy and fulfillment to the Friends and their families, we invite you to join our journey of inclusion and empowerment.

Together, let's make a positive impact in the lives of our Friends and the community!

Applicants should send a cover letter, resume, and 2-3 references to camille@friendslife.org

Position open until filled.