

Rachel Corrie Foundation for Peace and Justice

JOB DESCRIPTION

Title: EVENTS MANAGER

FLSA Status: Exempt

Salary: \$22,128.96 (Annual)

Report to: Executive Director

This is a .5 FTE position with the Rachel Corrie Foundation for Peace and Justice (RCF), a 501(c)(3) nonprofit peace and justice organization based in Olympia, Washington. The foundation encourages and supports grassroots efforts in pursuit of human rights and social, economic, and environmental justice, which we view as prerequisites for world peace. A major focus continues to be the Middle East, with particular attention to Palestine.

KEY RESPONSIBILITIES:

As part of the Rachel Corrie Foundation Management Team, the Events Manager works with management staff, the Board of Directors, designated committees, interns, volunteers, partner organizations, and the public to envision, organize, and carry out designated RCF events. Within a collaborative, team environment, the Events Manager coordinates and supports visioning, development, planning, and implementation of all RCF events. This position shares responsibility for the day-to-day functioning of the Rachel Corrie Foundation office, including supervision of volunteers and interns and coverage of office hours.

THE IDEAL EVENTS MANAGER will be a creative, energetic self-starter who is detail oriented, organized, efficient and able to multitask, prioritize, and manage time wisely. The Events Manager will be computer proficient, have excellent oral, written, and interpersonal communication skills, work effectively with individuals from a wide variety of backgrounds and cultures, facilitate and work effectively with diverse groups, be a team player, and have ability to maintain a sense of humor and perspective. This person will reflect integrity and maturity in carrying out responsibilities when representing the Rachel Corrie Foundation for Peace and Justice.

MINIMUM QUALIFICATIONS:

- Two years experience in event planning and management.
- Proven experience engaging, leading, motivating, and working collaboratively on a project or events management team that includes volunteers, to creatively envision and execute effective organization events.
- Demonstrated ability to address and manage event details and logistics, including securing venues, communicating and contracting with presenters, performers, and providers, and engaging and utilizing a staff/volunteer event team.
- Excellent interpersonal skills and experience in customer service.
- Demonstrated ability to work courteously and professionally with community partners and the public.
- Proficiency in Microsoft programs (Word, Excel, and PowerPoint) and ability to learn other programs and software as necessary.
- Excellent oral and written communications skills with demonstrated ability to express ideas concisely and clearly in oral presentations, business communications, letters, memoranda, and meeting minutes.

- Willingness to support the Rachel Corrie Foundation mission and to present its vision, goals, views, programs, and projects in a clear, sincere, and heartfelt manner.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knack for problem-solving.
- Ability to establish and maintain effective working relationships.
- Excellent organizational and time management skills with attention to detail.
- Ability to establish priorities, work independently, and pursue objectives without supervision.
- Ability to plan and facilitate meetings that provide for effective participation by all attendees.
- Ability to work sensitively and effectively with diverse populations.
- Interest in and knowledge of the Israeli/Palestinian and related human rights issues.

ESSENTIAL FUNCTIONS:

- Act as a coordinator, organizer, facilitator, and planner for RCF events that support the mission of the Rachel Corrie Foundation. Events include but are not limited to the following:
 - Speaking Events
 - Film Screenings
 - Book Tours
 - Trainings and workshops
 - Fundraising events
- Work collaboratively and regularly with the RCF Program Manager, management staff, and relevant committees to develop and execute events that support RCF programs and goals and to clarify, designate, and share staff leadership and oversight roles for the following RCF program-related events:
 - Peace Works (Annual Event)
 - Rachel Corrie Memorial Lecture (Annual)
 - March 16th Observance of Rachel Corrie's Stand in Gaza (Annual)
 - Olympia Arab Festival (Biennial)
 - Olympia Arts Walk weekends
 - RCF Annual Observances
 - Other events to advance RCF programs
- With relevant committees and staff, organize, coordinate, facilitate, and support creative, collaborative visioning, decision-making, planning, and implementation for designated RCF events.
- Ensure that staff and volunteers have adequate and timely preparation for events.
- Ensure that basic logistics for all RCF events are addressed.
- Book speakers, performers, providers and venues and negotiate fees.
- Track expenditures and budgets for RCF events.
- Manage, support, train for and delegate RCF tabling outreach for RCF and other events.
- Support annual and long-term budget development for designated RCF events.
- Coordinate with management staff to recruit, train, support, and supervise event volunteers.
- Coordinate and collaborate with the RCF Communications Manager and relevant committees to identify target audiences for RCF events and to drive attendance.
- Plan event-related outreach to new audiences locally and beyond.
- Coordinate and collaborate with the RCF Communications Manager to provide and support communications for designated events through newsletters, website, traditional and social media, tabling and other outreach.

- Coordinate with the RCF Administrative Manager to ensure payment of speakers and vendors for participation in events.
- Participate in weekly staff meetings.
- Participate in committee meetings relevant to RCF events.
- Share responsibility for positively representing the Rachel Corrie Foundation in the community and elsewhere.
- Contribute to a well-functioning and maintained RCF office that provides a welcoming, positive, and safe work environment for personnel and the public.
- Support maintenance of electronic and hard copy records associated with designated events, and observances, including organization, business, and contractor contacts.
- Assume other duties as assigned and negotiated.

SUPERVISION:

The Events Manager will report directly to the Executive Director of the Rachel Corrie Foundation for Peace and Justice and will coordinate with the Program Manager.