



Part-time Position with Growing Hope EVENT COORDINATOR

Position Title: Event Coordinator

Growing Hope is a 15-year-old non-profit organization dedicated to empowering individuals, groups and communities through gardening and increasing access to healthy food.

Position Description:

We are seeking a community-minded, motivated, and detail-oriented person with strong self-management skills as an Event Coordinator for Growing Hope. This person will work 20-25 hours/week reporting to the Development Director. This person will serve as the lead team member around the planning and execution of Growing Hope's fundraising events, workshops, and community engagement activities. This person will assist in carrying out organizational marketing strategy, including website, social media, and print materials.

- Plan, design, and oversee production of events managing all elements within time limits and on budget
- Identify event opportunities and generate interest in partnership with Marketing Coordinator
- Market events and strategy for reaching targeted attendees with Marketing Coordinator
- Work with local community members to share ideas, talents and resources for partnerships and events

Qualified candidates will exhibit the following:

- Commitment to innovation; eagerness to share ideas on improving experiences and event quality
- Commitment to compliance with insurance, legal, health and safety obligations at all times
- Receptive to feedback and passion for continuously striving for an impeccable guest experience
- Competent in use of computers (Mac & PC both) and comfort using technology on a daily basis
Graphic design experience/abilities preferred
- Minimum high school degree; nonprofit or community-based organization experience preferred
- Willingness to jump in, learn quickly, and self manage
- Positive attitude and ability to stay calm under pressure
- Ability to function both independently and as an active team member
- Outstanding communication skills, both oral and written; comfort communicating with new people on the phone, over email, in person
- Previous administrative assistant or customer service experience, professional demeanor



- Passion for Growing Hope’s mission and work
- Creativity, flexibility, resourcefulness and positive thinking
- Flexibility to work non-traditional hours in non-traditional settings, including evening and weekends as scheduled
- Some preference given to Ypsilanti-area residents or those willing to relocate to and engage in the Ypsilanti community
- Belief in asset-based, social justice approach
- ServSave and/or TIPS certified or willingness to become certified within 30 days of hire

Compensation:

\$16 per hour for 20-25 hours per week, or more during busy time periods subject to supervisor pre-approval. Permanent position.

To apply:

Resume & 1 page cover letter, complete with reference contact information, to Maria Brummel, Interim Director of Operation at apply@growinghope.net. Samples of written and visual work are encouraged. Application materials due by Friday, January 26th at 5pm.

Growing Hope is an Equal Opportunity Employer and does not discriminate potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status. We encourage the following groups to apply: people of color and individuals who possess an in-depth understanding of poverty or economic hardship.