



Part-time Events Manager – Flex time

\$18-20/hour

www.carlsbaded.org

You embody it: the passion, the ability to energize and lead committees; the excitement, the stamina, the butterflies, and ... the ultimate satisfaction of pulling off a seamless event.

You rock the details: organization, planning, sponsors, venues, entertainment, goals—check, check and recheck!

You've got talent and you want to use it for Good. Something that matters: **THIS IS IT.**

Carlsbad Educational Foundation is a tribe of thoroughly dedicated, conscientious, hard-working rock stars just like you. **We raise money to help kids** – 11,000 of them, right here in Carlsbad. We are Fundraisers, Program Coordinators, After-school mentors, leaders, and role models who come together for one mission: to support the education of every child in the Carlsbad Unified School District by developing, conducting and financing innovative and quality programs and projects.

We're your tribe, and this is the position you've been looking for. You will make life-changing programs such as STEM, Music in School, and Afterschool Care possible!

We're looking for a Part-time Events Manager:

- You will manage 5 established annual fundraising events from conception through completion:
 - December – Carols of Carlsbad (2018 - 10th Annual)
 - March – Pedal for a Purpose (2019 - 5th Annual!)
 - March - Celebrate Carlsbad Day – Legoland
 - Summer 2019 - Night at The Moonlight
 - September/October – Golf Tournament (2019 - 19th Annual)
- You will collaborate with school administrators, local industry leaders and major corporate partners in technology, bio-tech, tourism and arts—all the great people out there who have a heart for helping kids!
- You will execute mini-events and propose ideas for new events!
- You will have a **flexible schedule (yes!!)**, averaging 16 hours per week (sometimes less, sometimes more—especially right before an event). Occasional evenings and weekends; you know and love this world!
- Your tribe: Passionate for kids. Standing desks, coffee, candy, flex time and office camaraderie.

Task Mastery:

- Prepare and manage within your event budgets and provide periodic progress reports to staff for each event.
- Recruit, engage and manage volunteers for event support.
- Conduct market research, make site visits, and provide resources to guide staff event decisions.
- Ensure compliance with insurance, legal, health and safety obligations.
- Serve as liaison to vendors on event-related matters.
- Organize venues and manage details such as food and beverage, audiovisual equipment, décor, equipment and supplies.
- Manage auctions.
- Prepare invitee, attendee, donor and sponsor lists, nametags, materials, gift bags, seating cards, etc.
- Define volunteer requirements and manage committees.
- Coordinate with marketing to promote and publicize events.
- Conduct pre- and post – event evaluations and report on outcomes.
- Propose and implement process improvements.
- Other duties as assigned.

Qualifications:

- Baseline of 3-5 years' event management experience
- Passionate about helping kids
- Enthusiastic professional who enjoys building relationships, managing and slam-dunking multiple projects and work assignments
- Ability and desire to provide outstanding customer service to sponsors, donors, attendees, tribe members, and ultimately, the kids!
- Ability to see, communicate, plan and achieve your events vision!
- On-point time management and communication skills, including writing, proof reading, and presentation
- Ability to identify, manage and shift priorities to meet deadlines while working with a variety of staff and volunteers
- Consummately professional demeanor: friendly, courteous and gracious. Always gracious.
- Tribe member: outgoing, dedicated, dependable, with the highest level of integrity.
- Persuasive negotiation skills.
- Willing and able to GET. IT. DONE. Awesomely.
- Bachelor's degree preferred, but significant work experience can substitute for education.

Carlsbad Educational Foundation is an Equal Opportunity Employer. We welcome diverse applicants.

Contact your tribe! Send your resume and a persuasive note telling us how you know **YOU'RE THE ONE:**

taylor@carlsbaded.org