



Job Title: Event Coordinator

Company: The Haven

Location: 112 Train St SW, Orting WA 98360

Job Type: Part-Time / Flexible Hours

About Us: We are a faith based non-profit community center and venue and our mission is to empower youth to become independent, successful, contributing members of their community. We do this by providing a free drop-in teen center after school where we offer fun activities, mentorship and teach life skills to middle & high school students.

We can provide free services to our community through several ways. One of which is by offering an affordable venue with lots of additional entertainment options, another is by hosting a variety of fun events like workshops or fundraisers. Then lastly, we receive funding from local organizations and community partners through grants and donations.

We are seeking a Part-Time Event Coordinator to deliver outstanding events and fundraisers, manage venue rentals, and ensure excellent customer service. We are looking for a person who has strong administrative skills, is a self-motivator, highly driven, and has a passion for being apart of something bigger than themselves. Oh, and almost forgot, LOVES to host events!

Responsibilities:

- Plan and execute events, workshops, and fundraisers from start to finish.
- Manage event logistics and budgets.
- Develop marketing strategies for events & venue rentals to boost revenue
- Handle administrative tasks related to events and venue rentals
- Manages venue rental scheduling, tours, and setup/tear down

Qualifications:

- At least 1 year experience in event coordination, project management, or a similar role.
- Strong administrative skills
- Strong knowledge of Microsoft Office products including Excel
- Strong knowledge of most Social Media platforms
- High School Diploma