



Bellevue LifeSpring
Events and Volunteers Coordinator
\$25.00-\$27.00/hour DOE

Bellevue LifeSpring's mission is to foster stability and self-sufficiency for Bellevue's children and their families through programs that provide food, clothing, education, and emergency assistance.

We are seeking a compassionate, organized, and team-oriented individual who is dedicated to making a difference in the lives of children in need. If you have a passion for serving others and want to contribute to our mission of providing essential support to Bellevue children and families, you'll fit right in here.

In this rewarding and diverse role, your primary responsibility is coordinating and participating in various special events and volunteer activities. This position will expand relationships with our community and corporate partners, create new volunteer engagement activities, and improve our service and support for students and families.

We need a detail-oriented person who thrives in working on special events and enjoys working with various people, from community volunteers to corporate executives.

We have a motivated and fun team. You will never be bored! As one of the members of a close-knit team, each day will present new challenges, and your input will be valued and appreciated.

Duties & Responsibilities

Event and Program Support

- Report to our Director of Events and Volunteers and assist in developing and supporting all special event and circle membership activity and event logistics, including fundraising auctions, luncheons, general meetings, retreats, receptions, and circle fundraisers.
- Donor data entry input into DonorPerfect.
- Auction data entry input into Greater Giving.
- Pre and event-day volunteer coordination.
- Coordination of our Holiday Giving Program by managing community giving trees, corporate and individual support, and distribution of gift cards to families.
- Represent the organization by staffing a booth or table and engaging volunteers at local community or corporate-based events and/or in collaboration with our Eastside non-profit partners and company-based employee volunteer initiatives.

Volunteer Engagement

- Work with corporate, employee, and community volunteer groups to organize and coordinate food and hygiene drives and other custom volunteer engagement projects and activities.
- Coordinate, and manage our Snack Pack Program, including the distribution of snacks to Bellevue School District schools.
- Manage volunteer sign-ups through Sign Up Genius.
- Attend volunteer meetings to represent the organization and communicate our volunteer needs.
- Assist with the development of a new Volunteer Ambassador Program.

Preferred Qualifications

- Bachelor's degree in related field or equivalent experience.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- A strong attention to detail and consistent follow-up communication.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.
- Ability to arrive at meetings and events at various Bellevue locations on time and prepared to work.
- Occasional evening weekday hours may be required for events.
- Work on a few Saturdays is required for special events.
- Knowledge of Microsoft Office products.
- Proficiency or experience with auction software (Greater Giving) and fundraising platforms such as Give Butter preferred.
- Must be approachable with an ability to foster connection and warmth with community members of diverse backgrounds.

What We Offer

- Remote-friendly work environment with 4-6 in-person meetings a month and occasional in-person logistical obligations
- Full-time, hourly position with eligibility for overtime during events
- \$25.00-\$27.00/hour DOE
- Health, dental, and vision benefits at no cost
- 10 paid holidays, 19 days of accrued PTO/sick leave

About Us

Bellevue LifeSpring provides support for children living in poverty in Bellevue with food, clothing, educational scholarships, and emergency assistance. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers. You will be one of six members of the Development, Events, and Communications team and will report to the Events and Volunteers Director.

Bellevue LifeSpring is committed to a diverse and inclusive workplace. Bellevue LifeSpring is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request a reasonable accommodation, please email Info@BellevueLifeSpring.org.

Sound interesting? To apply to join our team, submit a cover letter and resume to Kris@BellevueLifeSpring.org. A cover letter is required to be considered for this position. Please include the position title in the subject line.

Applications are accepted until August 18, 2023, or until the position is filled.