The Works Museum
Job Posting

Job Title – Event and Volunteer Coordinator
Department – Advancement
Reports To – Sr. Director of Advancement
Status – Exempt

The Works Museum makes learning about science and engineering interesting, engaging, and fun. The Museum's unique exhibits and programs create memorable learning experiences for all children. Our mission is to inspire the next generation of innovators, engineers, and creative problem solvers.

We're building our advancement department and seek the right person to join our team. If you're looking for a fun, flexible, collaborative workplace where you can make a difference for kids in our community, this might be a fit for you.

The Event and Volunteer Coordinator is responsible for implementing event and volunteer opportunities to engage our corporate and community partners and to support our advancement team strategies. The ideal candidate will enjoy working to grow both established programs and relationships and building new connections and programs.

Hours and benefits: This position is envisioned as full-time; however, we are open to discussing a shorter base week of 30 + hours. Core hours to occur Monday – Friday between 8 a.m. and 5 p.m.; will also include some evenings, weekends, and early mornings, including all day Friday and Saturday on the weeks of our three signature events.

Responsibility areas:

Event coordination

- Plan and oversee the successful implementation of the organization’s events including signature events, participation in community outreach and conferences, museum drop-in programming, and donor and member events
  - Work with staff and external partners to design and implement plans to execute event-related strategies
  - Coordinate all planning details including, but not limited to, pre-event planning, event day execution, presenter recruitment, post-event activities, and communications to internal stakeholders, external partners, and volunteers
  - Partner with advancement colleagues to create and execute the annual sponsorship plan, including engaging sponsors and managing relationships with sponsoring organizations and presenters
  - Collaborate internally on cross-functional work such as communications, sponsor relationships, volunteers, visitor experiences, and facilities needs
  - Ensure events align with the brand and visitor experience for the museum
- Identify and attend external events beneficial to networking with potential programming, community, and corporate partners and to facilitate relationships with existing partners

Volunteer program coordination

- Build a volunteer program for the organization to engage our corporate and community partners in our work and to provide opportunities for them to experience deeper connections to our mission through volunteerism
- Work with staff and partners to identify and implement volunteer projects and roles that advance the organization and engage corporate and community volunteers
- Serve as primary volunteer liaison and volunteer coordinator from recruitment and relationship-building through to logistical coordination, project oversight, and recognition
- Work with external volunteer organizations to build the Museum’s capacity to creatively engage volunteers
- Serve as the organizational lead for our volunteer program, staying up to date on volunteerism trends and training staff on our new volunteer program and how to work successfully with our volunteers

Other advancement team responsibilities

- Collaborate with members of the advancement team to manage and grow constituent relationships
- Collect and analyze metrics related to our activities
- Use a process-oriented approach to manage projects and engage staff in your work
- Use our Altru database to track engagement with corporate and community partners and with volunteers
- Serve as a representative of The Works Museum
- Other duties as assigned

Qualifications:

- Minimum of two years of demonstrated success in marketing, event planning, corporate relationships, volunteer management, or a related field
- Bachelor’s Degree in marketing, business, communications, non-profit administration or related field preferred
- Experience with event planning and volunteers is required
- Experience in the non-profit sector a plus
- Ability to represent The Works Museum with enthusiasm, professionalism, and results

Skills:

- Strong project management skills, including the ability to manage multiple projects, prioritize tasks, and work creatively within budget
- Excellent people and communication skills
- Experience working with volunteers and volunteer management
- Ability to work well with a team and work collaboratively to ensure goals are met
- Proficiency with Microsoft Office products including Word, Excel, and PowerPoint
- Positive, motivated, self-starter, results-oriented
- Resourceful and creative

The Works is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.

This position offers compensation commensurate with experience, 403b, paid holidays, and vacation.

To Apply: Please submit electronic cover letter, with salary requirements and resume to jobs@theworks.org. We will evaluate applications as they’re submitted. The position is open until filled.