

A WIDER CIRCLE

Nonprofit Event Outreach Development Coordination Associate

Flexible Part-time (approx. 20 hours a week)

September 2023-May 2024

Hybrid work options available

Stipend available

Position is based in Silver Spring, MD.

What we are looking for: an energetic, independent-thinking, go-getter who is not afraid to make mistakes or roll up their sleeves! This position will directly and positively impact clients we serve.

RESPONSIBILITIES:

A Wider Circle will be hosting an event to further its mission, raise funds, and engage the community by furnishing over 20 homes of the neighbors we serve. This day of service in May 2024 will incorporate the skill sets of professional interior designers and moving companies, as well as volunteers from the corporate community.

The Nonprofit Event Outreach Development Coordination Associate will be assisting with the coordination of all elements of this event. The Associate will be a part of a larger team working on this event and will be provided with the necessary tools, resources, and support to be successful in this position.

The primary tasks of the Associate are to:

- Conduct research to develop target audience contact lists (interior designers, moving companies, corporate sponsors, etc.)
- Prioritize and categorize audience contact lists
- Conduct outreach and tracking responses to audience contact lists
- Manage and coordinate initial relationships with target audience
- Collaborate with event team members
- Assist in the requisition of inventory
- Categorize inventory
- Assist with overall marketing and communications on the event campaign
- Coordinate execution of “day of” event activities

QUALIFICATIONS:

- High School diploma or equivalent

Mailing Address
10325 Kensington Parkway, #70
Kensington, MD 20895
www.awidercircle.org

Center for Community Service
9159 Brookville Road
Silver Spring, MD 20910
301-608-3504

Ward 8 Hub
400-A Atlantic Street SE
Washington, DC 20032
202-891-7894

- Proficiency with Microsoft Office programs and Google Suite required
- Outstanding communication and interpersonal skills
- Excellent writing skills and the ability to effectively communicate
- Strong time management and organization skills with attention to details
- Exceptional critical thinking and analytical skills
- Ability to work independently and as a member of a team