**Job Title:** Coordinator, Special Events  
**Status:** Full-time/non-exempt (37.5 hour work week)  
**Reports to:** Senior Event Manager Special Events  
**Salary Range:** $38,000 - $41,000  
**Starting Date:** As soon as possible  
**Date Reviewed:** 9/23/2021

**Overview:**
Respiratory Health Association is a 501 © 3 local lung health charity residing in Chicago since 1906. We believe in a future free of lung disease, including COVID-19, the recent respiratory lung disease. A world without lung cancer, asthma, or COPD. A world with clean air, where everyone breathes easier. To achieve that goal, we collaborate with researchers in a relentless pursuit of new treatments and cures. We empower adults and children by teaching them skills to manage their health. We work with lawmakers to craft innovative policies that promote healthy communities, reduce tobacco use, protect our environment, and build a more sustainable future.

We are seeking a go getter to be our Coordinator that provides administrative, project and event support to our Special Events team. The ideal candidate will have a strong work ethic, organizational skills, technical skills, and the desire to be part of a team with exposure to an events environment. Flexibility is to be expected as projects will be assigned routinely. This position requires outstanding clerical organization, attention to detail and the ability to work both independently and with other RHA colleagues and event participants.

**Key Responsibilities:**

**Administrative Support**
- In charge of special events data entry and management related to donations, matching gifts and budgets on a routine basis.
- Generate weekly gift acknowledgement letters.
- Maintain and manage donor matching gifts.
- Use DonorDrive and/or Neon to generate reports and mailing lists.
- Maintain department’s administrative resources and supplies.
- Assist Special Events team with attending and taking meeting notes, ordering supplies or meals.

**Event Support**

Attend events (Hustle Chicago © stair climb, CowaLUNGa Charity Bike Tour, Lung Power Team, CHILL, Volunteer Recognition Night, Summer Reception.)
• Roles including:
  o Reception check-in (Lists, RSVP’s, name tags)
  o Chicago Marathon Expo Exhibitor (Lung Power Team)
  o Chill Raffle & Auction team contributor
  o Hustle Chicago event day role to be determined.
    ▪ Team (general and corporate) recruitment
  o Be a part of event prep and pack duties.
  o Other duties as assigned.

Qualifications:
• Associates degree or higher, or equivalent experience, in a field that demonstrates an ability to communicate well and process information. Bachelor’s degree is preferred.
• Strong interpersonal skills to assist with communications with both internal and external groups.
• Strong written and oral communication skills.
• Skilled in Microsoft Office 365, Excel, PowerPoint and Word.
• Experience with CRM software such as DonorDrive and Neon is a plus.

Requirements:
• Must be able to work/attend events and event-related activities that will include some weekends and evenings. (Contingent on 2021-2022 event formats)
• Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.; remain in a stationary position 50% of the time; constantly operate a computer and other office machinery such as a calculator, copy machine and printer, etc.; lift and/or move up to 25 pounds.

Salary/Benefits:
The starting salary range is from $38,000 to $41,000. In addition, Respiratory Health Association offers competitive benefits including medical, dental and vision insurance, life insurance, retirement plans and generous paid time off. Respiratory Health Association is dedicated to offering professional development opportunities to help staff advance their careers for the benefit of the association.

To apply: Email résumé and cover letter by October 8, 2021 to jobs@resphealth.org. Incomplete applications will not be considered.

Please note: Respiratory Health Association (501C3) is fully committed to equal opportunity in employment in accordance with applicable laws and regulations and is an Equal Opportunity and Affirmative Action employer. As a lung health organization, RHA does not hire persons who smoke, or vape, and forbids smoking in the workplace.

RHA requires all of its employees to be fully vaccinated unless a reasonable accommodation is approved.