



Job Title: Coordinator, Special Events	Status: Full-time/non-exempt (37.5 hour work week)
Reports to: Senior Manager, Special Events	Salary: \$40,000 - \$45,000 per year
Starting Date: As soon as possible	Date Reviewed: 7/11/2022

Overview:

Respiratory Health Association (RHA) has been a leader in public health since 1906, helping for over a century to prevent lung disease, promote clean air, and help people live better through education, research, and policy change.

The Special Events Coordinator supports the Special Events Department in its mission to advance RHA as a unique health organization. The Coordinator will be an active team member in recruiting event participants and work with them to meet and exceed their fundraising goals. They will also have a focus on the department’s event coordination and production while actively participating in event execution and supporting internal event planning, all with the overall goal of building the organization’s public image and visibility.

The ideal candidate will have a strong work ethic. With exposure to an events environment, flexibility is to be expected as projects will be assigned routinely. This position requires outstanding organization skills, attention to detail and the ability to work both independently and with other RHA colleagues and event participants.

Key Responsibilities:

Administrative Support

- Lead on Donor Drive account, managing and creating event websites for registrations and donations.
- Create weekly fundraising, participation, and projection reports.
- 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, and Summer Reception.)

- Roles including but not limited to:
 - Incentive prize fulfillment, merchandise orders and ordering awards and trophies.
 - Manage Solutions Desk at Hustle Chicago stair climb
 - Member of the CowaLUNGa weekend sites team
 - Chill Raffle Coordinator
- Solicit for In-Kind donations
- Manages select corporate team recruitment and relationship building.
- Serves as part of the special events team who will be responsible for the cultivation and stewardship of special events participants and provides assistance to participants in establishing and meeting their personal fundraising goals.
- Assist team with participant recruitment for events.
- 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 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:

- This position's starting salary range is from \$40,000 - \$45,000
- RHA offers competitive benefits including medical, dental and vision insurance, life insurance, and retirement plans
- RHA has a Hybrid/Remote set-up and when in the office, on-site
- parking is available
- RHA offers generous paid time off for PTO, mental health, and comp days

To apply: Email résumé and cover letter by August 1, 2022, to jobs@resphealth.org.

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 employer. As a lung health organization, RHA does not hire persons who smoke, or vape, and forbids smoking in the workplace. RHA employees must be fully vaccinated.