

TITLE

Projects and Events Coordinator

DESCRIPTION

Cause Collective's Projects Coordinator works part-time to arrange and help lead many of the services that Cause Collective provides to its members and the community each year. Examples of work completed include arranging approximately 25 trainings, resource fairs and other events each year, sending reminders for and attending monthly member meetings, managing weekly radio shows, helping organize the annual Nonprofit Lobby Day, and more.

This position provides the opportunity to network with countless nonprofit leaders and staff throughout Lincoln and Lancaster County while working with a small, close-knit team. Flexible scheduling allows you to choose when and where you work, provided your ability to attend pre-scheduled meetings and events. Applicants for this position should be well-organized self-starters who are kind and willing to work with others.

DUTIES AND RESPONSIBILITIES

Though projects may vary week-to-week, some standing tasks of the Projects Coordinator include:

- Brainstorming, writing, and scheduling social media posts on LinkedIn and multiple Facebook pages
- Planning and hosting trainings and other events such as networking events and resource fairs
- Helping prepare for and attending monthly member meetings on the fourth Tuesday of each month
- Organizing and scheduling weekly recordings of Cause Collective Radio
- Helping with other administrative duties such as newsletter preparation, sending emails, maintaining calendars and task lists, organizing and updating spreadsheets and other documents via Google Drive, using Constant Contact, marketing and updating Cause Collective's website

PREFERRED QUALIFICATIONS AND SKILLS

The following skills will help applicants be most successful in this role:

- Self-motivated and detail-oriented
- Strong written and verbal communication skills
- Basic understanding of graphic design and branding
- Familiarity with (or willingness to learn) online programs such as Google Drive, Constant Contact, Canva and social media platforms
- Ability to work independently and demonstrate timely completion of assigned tasks

SALARY AND BENEFITS

This hybrid part-time position offers \$17/hour, up to 20 hours per week. The flexible work

schedule includes paid holidays as well as paid time off.

TO APPLY

Interested applicants should contact Jason Varga at director@causecollectivelincoln.org or call 402.441.4399 for an application. The application will remain open until the position is filled.

AGENCY MISSION

Cause Collective strengthens nonprofits to better serve the community through collaboration, education, and advocacy.

AGENCY VISION

Nonprofits inspire a vibrant, thriving, and compassionate community where all residents have equal opportunity.

AGENCY DIVERSITY STATEMENT

Cause Collective affirms its commitment to human diversity, equity and inclusion. We encourage mutual respect and understanding among people of all abilities, ethnicities, cultures, races, generations, religions, sexual orientations and gender identities. We recognize that true excellence in organizations and communities results from identifying, serving, and enlisting the participation of people who represent a diversity of experiences.

We urge member agencies to provide services to, and with equal respect for, those of all abilities, ethnicities, cultures, races, generations, religions, sexual orientations and gender identities, and economic status; and to recruit staff and board members who represent diverse populations.

We believe this commitment to be our responsibility as a professional organization which plays an integral leadership role in the community and future of this City.