

JOB SUMMARY

Our Service Promise

- I will create a positive impression from beginning to end.
- I will communicate with compassion, courtesy, and respect.
- I will always conduct myself professionally.
- I will take accountability for my actions and recognize how they impact others.
- I will actively listen and engage with others.
- I will offer to help and commit to resolving concerns.
- I will take pride in my profession and personal ownership in CentraCare Foundation.

ABOUT US:

CentraCare proudly serves as one of the premier health systems in Minnesota - and the largest rural health care provider in the state. The CentraCare Foundation mission is to engage the philanthropic community in a partnership to improve health and health care in our service area. We are entering a transformative time in our history as we are preparing for the largest philanthropic campaign since the Foundations inception in 1997, the "Making Rural Lives Healthier" campaign.

ABOUT THE FOUNDATION GALA:

For the past 25 years, the Foundation's Annual Gala has raised over \$4.1 million benefiting the greatest patient needs in West Central and Southwest Minnesota, including Hospice, the Dental Clinic, Cancer Care, Cardiology, Rehab and Behavioral Services. These funds supplement programs and services not covered by insurance, advancing technology, and make improvements to facilities to enhance the patient's experience.

ABOUT THE ROLE:

The Event Coordinator will assist the Foundation Events Manager in planning and organizing the Foundation Gala and volunteer committee meetings. Creativity, organizational skills, and vision will assist our Foundation in amplifying visibility and funds, enhancing donor relations, and improving our organization's growth through this event that effectively communicates our mission and brand personality. The Event Coordinator will recruit volunteer committee members throughout the CentraCare SW Region service area, including Paynesville, Redwood Falls and Willmar. Build sustainable relationships with the event volunteers. Provides excellent customer service to attendees, sponsors, and participants throughout the event lifecycle. A successful candidate will demonstrate excellent skills in professional and interpersonal communication, planning, and volunteer management.

This role reports to the Foundation Events Manager and Director of Foundation Operations in their absence. This is a contracted position from March through September.

Core Functions

<ul style="list-style-type: none"> • Lead Auction Committee (silent and live), ensuring the committee meets and/or exceeds established objectives and reports back to the Events Manager. This Auction committee solicits donations of high-quality items to be sold at the Foundation Gala Silent and Live Auction. Coordinate volunteers to make follow-up calls or distribute solicitation letters to potential donors until items are secured and goal value is met. Work with volunteers to collect all necessary information on items. Develop supporting materials, descriptions for auction throughout the event and input items into auction software. Follow-up after event to make sure all items are picked up.
<ul style="list-style-type: none"> • Lead Creative Committee meetings and report back to the Events Manager. Provide coordination of theme & decorating, including the overall design set-up of all event components at the venue. Work with committee to discuss theme, décor, color scheme, dinner selections and entertainment options. • Schedule all-committee meetings to bring together Auction and Creative Committees to review progress, vision, and areas of need.
<ul style="list-style-type: none"> • Work collaboratively with Marketing Manager for all communications and creation of invitations and programs, keep the Events Manager informed of all work with Marketing. • Promote the Gala through relationships in the community to encourage participation and attendance. • Familiarize yourself with the event warehouse in Saint Cloud. Before purchasing items, review current inventory and present ideas to creative committee.
<ul style="list-style-type: none"> • Serve as onsite contact and coordinate setup and tear down of Gala. Setup takes place on Thursday, September 12, the event and takedown is Friday, September 13. • Work closely with the Events Manager to manage expenses within approved amounts. • Maintains meticulous records of activities and produces reports. • Provides oversight and overall management of the event, ensuring a seamless and positive experience for guests. • Responsible for volunteer recruitment, training, and retention to ensure the Gala is adequately staff with qualified, dependable volunteers. Ensure volunteers feel prepared and appreciated in their roles.
<ul style="list-style-type: none"> • Additional duties as assigned.

Minimum Qualifications

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Time Frame</i>	<i>Experience permitted in Lieu of</i>
High School Diploma		Upon Hire	

Experience

<i>Experience</i>	<i>Experience Details</i>
2-5 Years (minimum)	Demonstrated experience in successful event, volunteer, and financial management.

Licenses and Certifications

<i>Licenses/Certifications</i>	<i>Licenses/Certification Details</i>	<i>Time Frame</i>	<i>Required/Preferred</i>
--------------------------------	---------------------------------------	-------------------	---------------------------

Driver License

<i>Licenses</i>	<i>Time Frame</i>	<i>Required</i>
	Upon Hire	Required

Additional Qualifications

	<i>Time Frame</i>
Proficiency with a variety of computer programs required.	Upon Hire
Critical and creative thinking skills and excellent written and oral communication skills required.	Upon Hire
Excellent project management with strategic and creative skills, with an acute ability to manage multiple deadlines and track activities in a fast-paced environment.	
Effective interpersonal skills, including relationship building and strong in-person, phone, and email communication with various stakeholders.	
A driving record in good standing and the minimum amount of insurance liability coverage required.	Upon Hire
Demonstrated leadership skills and supervisory experience with volunteers or employees	Upon Hire
Flexibility and initiative, as well as the ability to work independently, combine with the skills for thriving in a team and volunteer environment.	

Preferred Qualifications

Education and Experience

<i>Education/Experience Level</i>	<i>Details</i>
High School Diploma	Required. Experience with the events industry.

Approximate Hours Needed by Month

March: 10-15 Hours
 April: 10-15 Hours
 May: 10-15 Hours
 June: 20-25 Hours
 July: 20-25 Hours
 August: 30-35 Hours
 September 1-11: 20-25 Hours
 September 12: 8-10 Hours
 September 13: 8-10 Hours
 September 16-20: 20-25 Hours

Physical Demand Analysis

Job Title: Event Coordinator

In an 8-hour day must be able to do a minimum number of hours of:

Sitting:	6
Standing:	1
Walking:	1

Key:

R - Rarely

O - Occasionally: Represents 1% - 33% - equivalent of 1-2 hours in an 8-hour workday.

F - Frequently: Represents 34% - 66% - equivalent of 2.5 -5.5 hours in an 8-hour workday.

C - Continuously: Represents 67% - 100% - equivalent of 6-8 hours in an 8-hour workday.

Physical Activity

	R (Rarely)	O (Occasionally)	F (Frequently)	C (Continuously)
Reach:				
Above shoulder		X		
Below shoulder		X		

	R (Rarely)	O (Occasionally)	F (Frequently)	C (Continuously)
Climb:	X			
Crawl/Kneel/Squat:	X			
Bend/Stoop/Crouch:		X		
Twist/Turn:		X		

	R (Rarely)	O (Occasionally)	F (Frequently)	C (Continuously)
Push/Pull:				
25# or less	X			
26# to 50#	X			
51# to 75#	X			

	R (Rarely)	O (Occasionally)	F (Frequently)	C (Continuously)
Carry/Lift:				
Less than 10#	X			
11# to 20#	X			
21# to 35#	X			
36# to 50#	X			

****Safe Patient Handling Guidelines limit patient care staff from lifting >35#.**

	R (Rarely)	O (Occasionally)	F (Frequently)	C (Continuously)
Repetitive Movement:				
Typing			X	

Physical Exposure

Hazardous
Substances:
Infectious Disease:

Harmful Physical Agents:

- | | |
|--------------------------|---------------------|
| <input type="checkbox"/> | Heat/cold |
| <input type="checkbox"/> | Noise |
| <input type="checkbox"/> | Ionizing radiation |
| <input type="checkbox"/> | Unprotected heights |
| <input type="checkbox"/> | Poor lighting |

Mechanical Hazards:

Physical Ability

Vision	Good (with or without correction)
Color Vision	Normal
Hearing	Normal (with or without aid)
Manual Dexterity	Good