

Events Coordinator Job Description

Coordinate approximately 4 events between October, 2024-May, 2025. These events are primarily fundraisers for the Apple Valley Catholic Collaborative such as two Bingo nights and two Trivia nights.

This role would be responsible for:

- Recruiting volunteers
- Scheduling - the dates are already fixed, but would schedule volunteers for set-up and the night of the event and clean-up.
- Marketing the event, including working with staff to publicize in the bulletin and the weekly Constant Contact distribution. As part of marketing, the person would reach beyond the church community to promote the events.
- Ticketing - set-up ticket site.
- Secure prizes and/or donations for the event.
- Cash management - keep a balance sheet of any monies collected and spent for the event.
- Kitchen/food liaison.
- Bartender liaison.
- Knowledge of Google Docs and Sheets helpful.
- Other duties as relevant to the event such as obtaining insurance rider from RCAB and license from the Town of Acton.
- Estimated time is 10-12 hours before the event, plus time spent at the event.

The person in this position could also assume responsibility for a larger scale Annual Fundraiser that is currently under development. The compensation for that additional task would be based on the funds raised/commission based if the person is interested.