



## **Job Title: Ops & Event Coordinator**

**Purpose:** The Ops & Event Coordinator assists the Five Talents office in Fairfax, VA with basic office operations and event planning, organization, and execution.

The Ops & Event Coordinator represents Five Talents to members of the public and to donors when they contact the office or attend an event.

**Location:** The Ops & Events Coordinator works at the Five Talents office in Fairfax, VA.

### **Key Responsibilities:**

- The Ops & Event Coordinator answers the phone and directs calls.
- Assists the Board Chair/ CEO in scheduling appointments.
- Coordinates Event planning (organizes the logistics and executes the event): breakfasts, church events, speaking engagements, etc.
- Maintains office supplies and makes necessary orders
- Makes thank you phone calls to donors or enquire for updated information for our records.
- Makes reminder phone calls to other volunteers/ advocates who are assigned to projects and events.
- Updates database with contact information, especially following conferences and events
- Aids in the preparation of bulk mailings.
- Prepares correspondence as needed.
- Other duties as assigned.

Reports to CEO/ Board Chair.

**The Length of Appointment:** The ideal time commitment is two days per week for six hours (9am to 3pm) with a nine to twelve-month commitment. We can accommodate flexibility in this time commitment.

**Qualifications:** Basic computer and internet knowledge. Have a pleasant manner, patience, problem-solving ability, dependability and a great team player. Attention to detail. Passion for being part of a team dedicated to helping the poor. Enjoys working with people. Previous event planning experience is a plus.

**Support:** Training for this position will be provided. Also, the CEO/ Board Chair and other staff will be available for questions and assistance.

**Requirements:** Willing to sign a Volunteer Agreement outlining donor privacy and confidentiality and proper use of Five Talents' internet resources.

*To be considered for this volunteer opportunity, please submit a copy of your resume or a summary of relevant experience to: [Volunteer@fivetalents.org](mailto:Volunteer@fivetalents.org)*