**Nourish Every Mind Event Coordinator Job Description:**

The Issaquah Schools Foundation is searching for a passionate and self-driven event coordinator to organize the Foundation’s signature Fundraising event – Nourish Every Mind (NEM). This contract position will project manage the event within the identified budget and parameters working closely with the Executive Director (ED), Resource Development Committee (RDC), other Board and Staff roles in all aspects of Event planning, execution and evaluation.

**Key Responsibilities:**

* Oversee, in collaboration with the Resource Development team and ED, all event logistics including venue, catering, room layout, room setup, decorations, speaker lineups, AV, etc.
* Oversee and execute online auction and assist with procurement where necessary.
* Assist with NEM related messaging, branding, and communications to general community, donors, and sponsors in partnership with Board and Foundation staff
* Manage communication and task expectations of all NEM Committee Volunteer Groups from Start to finish.
* Ensure adherence to all third-party contract terms.
* Report status to Executive Director and Resource Committee Chair periodically.
* Document event planning activities for future use
* Coordinate and assist with all volunteer teams for room setup and teardown on day of the event.
* Arrange and complete final venue walk-through and event rehearsal
* Evaluate and report event success to Executive Director, Resource Development Chair, Board and staff as directed.

**Requirements:**

* Previous event management experience
* Exceptional project management skills
* Ability to use online project management software platforms such as Trello
* Strong communication and interpersonal skills
* Prior experience and knowledge of online and live auctions software.
* Ability to work cohesively with multiple levels of volunteers and stakeholders.
* Personal Transportation

**Location:** Remote with attendance at Foundation office as necessary.

**Schedule:** Flexible, with hours worked as necessary to complete project.

**Project timeframe**: December 2022- April 2023

**Compensation:** $5000. 50% paid at signing, remainder paid at conclusion of project.

Please send resume and references to [HR@isfdn.org](mailto:HR@isfdn.org). If you have questions, please contact Katie Milne at katie@isfdn.org.