



Job Description

JOB TITLE: Community Relations Coordinator

REPORTS TO: Development Relations Manager

STATUS: Full-time, Exempt

HOURS: Monday – Friday as scheduled, Evenings and weekends as needed

PRIMARY FUNCTION: Responsible for planning and managing Eastern Illinois Foodbank (EIF) events while supporting the volunteer program and overall development efforts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plan, coordinate, and manage events, third-party fundraisers and food drives to benefit EIF
 - Represent EIF as directed
- Work with VP of Development and Development Relations Manager to create annual calendar of events
- Work with Development Team to secure and recognize event sponsors and volunteers; develop budgets for events.
- Conduct post-event analysis and generate accurate and timely reports for EIF leadership, staff and board
- Ensures third-party event policies are being adhered to and meet the requirements for maintaining the EIF brand
- Work with operations and partnership staff to identify volunteer needs and opportunities for engagement events
- Cultivate volunteer relationships and proactively identify opportunities for increased engagement
- Support and recognize external groups operating community-based drives and special events for the Foodbank
- Other duties and special projects as assigned

QUALIFICATIONS:

Skills, Education, Experience and Attributes

- Strong organizational skills and ability to handle multiple tasks
- Three to five years experience and/or education in hospitality, event management, customer service, business or other related field
- Strong attention to detail in a fast-paced environment
- Working knowledge of Microsoft Office, social media and database systems
- Demonstrated oral and written communication skills, in addition to public speaking skills
- Creativity and thoughtfulness in problem solving
- Accountability and autonomy in decision-making
- Ability to work independently in a team-based environment
- Ability to work with diverse populations
- Compassion and a sense of humor