



A network of organizations
**PROTECTING KIDS &
STRENGTHENING FAMILIES**

Executive Assistant/Event Coordinator Position

THE ALLIANCE

The Alliance is a united movement of organizations and individuals working together to serve vulnerable kids and families in the Greater Sacramento Area.

Our Mission is to prevent and heal childhood trauma and we accomplish this by **CONNECTING** local organizations with each other and valuable resources, **MOBILIZING** the community to make a difference, and **EQUIPPING** people to support kids in trauma-informed ways. The Alliance serves current/former foster youth, resource & adoptive families, single parents, families in crisis, refugees resettling locally and any child with trauma history. Our programs include networking and collaborative events for leaders, trauma-informed education conferences, workshops and online classes plus meeting needs through community-wide donation drives and our custom areas needs database.

EVENTS COORDINATOR/EXECUTIVE ASST ROLE & RESPONSIBILITIES

- **Qualifications/Prerequisites:**
 - Hold a bachelor's degree in a related field & desire to serve vulnerable kids & families
 - High-capacity administrative skill set, attention to detail and strong communication skills
 - Prior experience with event management (preferably in a leadership capacity)
 - Customer/vendor relations strength
- **Job Duties:**
 - Executive Administration:
 - Directly support the Executive Director by managing calendar scheduling and correspondence
 - Coordinate internal systems, maintain records, run reports, assist with HR, payroll and finance administration
 - Events: Provide support & detailed planning for all signature Alliance and donor events
 - 5 large scale and 7 small/medium scale events per year
 - Build ticketing pages, manage registration, create attendee communication
 - Oversee marketing timelines, volunteers, event sponsor fulfillment
 - Liaison with event facilities, caterers, vendors, etc.
- **Expectations:**
 - Attend weekly staff meetings (Wednesdays from 1-2:30pm)
 - Work in-office 2-3 days per week (some work could be done remotely)
 - Work closely with Alliance Directors & Department Leads to plan/execute events
 - Be available to work occasional nights/weekends based on event needs
- **Salary:** Part time 10-20 hrs/week, \$20-\$24/hour (based on qualifications & past experience)
- **Benefits (Available after 90 days of employment)**
 - Flexible working hours
 - Paid time off (vacation time and sick time)
 - Simple IRA with 3% company match

FOLLOW UP

- If you meet the above requirements and are interested in this position, please submit your resume to our Executive Director, **Tiffany Loeffler**, at tiffany@defendingthecause.org.

www.defendingthecause.org
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