

## **SPECIAL OLYMPICS KENTUCKY POSITION DESCRIPTION**

**POSITION:** Special Events Coordinator

**Description:** The Special Events Coordinator is a full-time non-exempt position that is a member of the SOKY Development Team. This position is responsible for providing support to SOKY's Special Events efforts. This position is also responsible for providing some support SOKY's Communications efforts and to the day-to-day operations of the Frankfort Office. There will be some evening and weekend work which will require flexibility in the work schedule at times. Through the course of the year multiple overnight stays will be required. Event set-up requires heavy lifting.

**Qualifications:**

- Individual must have a great attitude and strong work ethic
- Must be a team player with an ability to engage easily with others
- Highly organized with a demonstrated ability to multi-task and manage several projects simultaneously
- Be computer literate, have good knowledge and appreciation of database management and word processing
- Proficiency in Microsoft Suite, including Word, Excel and Publisher
- Strong understanding of social media best practices
- Strong verbal and written communication skills

**Duties:**

1. Work with the SOKY Special Events Team in planning and coordinating Special Events and projects (i.e. Polar Plunges, Truck/Plane Pulls). Support will include logistics, committee participation, recruitment of event participants, solicitation of auction items/door prizes, sponsor relations, etc.
2. Manage the back-of-house components of SOKY Special Events, including event registration set-up, day-of management, and volunteer solicitation and management.
3. Responsible for the preparation, design and distribution of Special Events materials and mailings (i.e. posters, flyers, postcards, brochures, etc.).
4. Attend SOKY Special Events and organize and oversee the Registration process.
5. Work with the Director of Communications & External Affairs to manage social media (Facebook, Twitter, Instagram & Snapchat).
6. Responsible for overseeing the process of follow-up correspondence to participants and donors after events and projects, (thank you letters, etc.).
7. Assist with the management and maintenance of fundraising events, participants and donors via the Sphere on-line fundraising system.
8. Responsible for some data entry into the fundraising software (Raiser's Edge).
9. Attendance at SOKY state-level special events and the SOKY Summer Games that will include weekend and overnight travel. Some day-time travel will also be required.
10. Communicate regularly with assigned Directors and perform other duties when assigned.

If you are interested in this position and feel you meet the above requirements, please send a resume and cover letter to Taylor Ballinger, Special Olympics Kentucky, at [tballinger@soky.org](mailto:tballinger@soky.org).