

United Way of the Greater Lehigh Valley Job Posting

Position: Manager, Events

Department: Marketing & Communications

Supervisor: Director, Events & Engagement

Status: Hourly, Non-Exempt, Full-time (37.5 hrs. per week)

Pay range: \$25 to \$28 per hour

Position Description

This role will plan and support United Way events, trainings and conferences both independently and in support of and in collaboration with the Director, Events & Engagement.

Accountabilities

1. **Manage events, trainings and conferences (70% of the time):**
 - Provide event planning and day-of coordination for organization events with an emphasis on trainings and conferences.
 - Collaborate with Staff Lead to create event goals, budget and key audiences.
 - Prep event logistics including invitations, rentals, catering, materials, agendas, speakers and day of management.
 - Conduct event debrief meetings and create recap posts for social media.
 - Support Director, Events and Engagement as needed with all events.
2. **Engage and support group and individual volunteer experiences (15% of the time):**
 - Coordinate days of service and mini days of caring for corporate and individual volunteers at nonprofit agencies
 - Coordinate employee drives
 - Offer suggestions and arrange for agency speakers and impact experience visits at agencies
3. **Provide general Marketing & Communications administrative support (5% of time):**
 - Support data, photo and video management
 - Conduct sponsorship tracking
 - Assist with UWGLV staff events
 - Other general support

Work Experience and/or Education

2 or more years of professional work experience in event production and/or marketing & communications. Relevant education considered in lieu of some work experience.

Skills

- Demonstrated ability to independently produce events
- Familiarity with the event spaces and logistics of events in the Greater Lehigh Valley
- Availability to work several planned evenings and weekends each month
- Ability to travel, sometimes impromptu, to sites in Lehigh, Northampton and Carbon counties
- Ability to load, unload a vehicle with event items and assist with set up and break down of event items (weight of up to 30 lbs)
- Understanding of and commitment to the mission, vision, and goals of United Way

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 2%-4% of base pay. The benefits package includes subsidized medical, dental and vision insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location & Schedule

This position is in person in our office in Allentown, PA or at event sites for at least 70% of the schedule. This position is required to flex their schedule to meet the changing needs of events, including to work several evenings and/or weekends each month.

Apply here: <https://my.career.place/static/jobs/events-manager-cm2t2pi5g1Int0pnqy6kto548?source=uwglv>

