

VISION

Every Arizonan has a safe, affordable place to call home.

MISSION

Arizona Housing Coalition (AZHC) is a collaborative association that leads in the efforts to end homelessness and advocates for safe, affordable homes for all Arizonans.

Arizona Housing Coalition

Speaking Up for Home and Hope The



Employment Opportunity: Events Manager

Description: The Arizona Housing Coalition is a statewide collaborative association that leads in the efforts to end homelessness and advocate for safe, affordable homes for all Arizonans. We seek a skilled professional to coordinate our signature events, which includes a two-day conference and a two-day networking forum, and a community outreach event serving homeless and at-risk military Veterans. This position will also support other smaller-scale events like Days at the Capitol, member meetings, and virtual and in-person trainings, meetings, and gatherings.

The Events Manager will work closely with the Coalition team on multiple projects and will be expected to take initiative to both lead and support the team.

Essential Responsibilities:

- Support every part of event preparation, logistics, and contract negotiations for the Coalition's signature events, and smaller-scale public activities. Work with the Coalition staff and event planning committees to ensure event objectives are met.
- Work with the Coalition team to establish and execute each event plan, timeline, and budget.
- Work with vendors to negotiate and secure contracts for event-specific required services, like hotel and conference venues, caterers, A/V technicians, exhibitor space, event internet coverage, etc.
- Recruit volunteers for event committees, assign roles and responsibilities, and coordinate day-of oversight and contact.
- Support the Education Director with logistics, day-of support, and programming assistance for events, trainings and other planned activities.
- Provide input and support to the Communications Manager in developing event-related marketing materials.
- Provide support to the Administrative Coordinator in registration processing.
- Support the Membership/Development Director in overseeing event-specific activities like raffles, silent auctions, and t-shirt sales, as well as support in response to sponsorship inquiries and day-of event support for exhibitors.
- Work with Coalition staff and contractors to market and track event outcomes.
- Organize virtual events and committee meetings.
- Coordinate board meetings and retreats.
- Prepare minutes for meetings for board and select committees.
- Implement best practices for database hygiene and work with staff to ensure database (EveryAction) is being maintained in accordance with best practices, following event completion.
- Represent the organization at events as needed.

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Qualifications:

The ideal candidate:

- Has a two-year degree and a minimum of three years of experience in event management
- Values personal accountability, compassion, and critical thinking, and has an ability to communicate in an assertive manner
- Is detail oriented with the ability to multi-task
- Has excellent organizational and time management skills with a keen eye towards details and deadlines
- Has the ability to problem solve and prioritize work duties independently while working collaboratively as a team
- Is creative and solutions-focused
- Has the ability to build and foster relationships with a variety of individuals at all levels
- Has experience working with the public and volunteers
- Has the ability to effectively communicate information in one-on-one and small group situations
- Has the ability to read, analyze, interpret, and process common invoices/billing documents
- Has the ability to perform under pressure, and manage concerns while maintaining a professional demeanor
- Is proficient in MS Office, Google Suite, CRM database experience, and using social media for business
- Can accommodate a flexible schedule with some evening and weekend activities, known in advance
- Has reliable transportation to and from work and event locations

Salary range is \$50,000 to \$55,000 DOE.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Hybrid work environment with flexible schedule

Arizona Housing Coalition is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from all diverse groups to apply.

Send resume and cover letter to: info@azhousingcoalition.org for consideration.