

**Community Foundation for Southern Arizona
Tucson, Arizona
JOB DESCRIPTION**

Position	Events and Social Media Coordinator
FLSA Status	Non-Exempt Full Time
Reports To	The position reports to the Marketing and Communications Manager
Organization Profile	CFSA was founded in 1980 and is a leading organization in Southern Arizona for effective philanthropy and the primary knowledge center and strategic resource for donors and the nonprofit community in the region.
Position Purpose & Overview	The Events and Social Media Coordinator is responsible for planning, development, and implementation of CFSA events and CFSA's digital presence.
Duties & Responsibilities	<p>EVENTS</p> <ul style="list-style-type: none"> • Coordinate and manage all applicable events for CFSA, its programs, initiatives and affiliates in conjunction with appropriate departments. This includes African American Legacy Fund, Former Trustees Advisory Board, Santa Cruz Community Foundation, Latino Community Fund, and others as needed. • Work with appropriate staff to oversee and implement all additional CFSA events including but not limited to: Annual Event, Nonprofit Open House, Legacy luncheon and Donor Holiday Celebration. • Work in coordination with Community Campus Member Services Coordinator on the planning and execution of any CFSA events that occur on the CF campus. • When appropriate, oversee all components of the liquor license. • For all CFSA events oversee all components of facility rentals and work with service providers and vendors to ensure all are organized, safe, and successful. • Drafts all CFSA event related contracts between CFSA and outside vendors for execution by Marketing and Communications Manager. Work in coordination with Community Campus Member Services Coordinator for CFSA event contracts related to the Campus. • Manage all aspects of CFSA events to ensure they are successful. Work with appropriate staff to oversee mailing lists and invitations. Manage RSVPs and produce all day of event nametags and place cards. • On an as-needed basis, prepare draft of talking points for presenters for final review by Marketing and Communications Manager. • Oversee all event coordination, including securing volunteers, day of details. <p>SOCIAL MEDIA</p> <ul style="list-style-type: none"> • Manage, in coordination with the Marketing and Communications Manager, execution of all social media content and messaging in accordance with the strategic plan, including Facebook, Twitter, Linked In and others. • Collaboratively with CFSA Staff, initiative and affiliate teams, manage and coordinate creation and update of web content; responsible for content related protocols to keep website up to date. • Work with input from departments to ensure ongoing improvement of website, including phased updates and redesigns. • Lead CFSA's social media platform and participate in creating an active

	<p>and innovative presence on applicable social media outlets.</p> <ul style="list-style-type: none"> • Maintain the Community Impact Calendar through the CFSA website and maintain relationships with content providers. • Coordinate/Create photographic and audio/video documentation of programs and events as needed. • In coordination with the Director of Marketing and Communications, manage event related public relations for the Foundation and its affiliates. • Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Minimum of 2 years of professional experience in positions that include event coordination and digital marketing. • Excellent interpersonal skills with a willingness and ability to work cooperatively with others both inside and outside the organization. Must project a professional image and customer service oriented approach at all times in person and on the phones to internal and external callers • Attention to detail and high level of accuracy • Analytical and problem-solving skills • Ability to be self-directed and anticipate organization needs • Excellent organizational and time management skills, including the ability to prioritize tasks • Ability to maintain confidentiality • Website content development and execution using Wordpress • Development and execution of social media content and messaging to expand our network and visibility • Principles and practices of sound business communication • Superior language skills, including spelling, grammar and punctuation. • High level of ability to create and edit using Adobe InDesign, Photoshop or other similar programs. • A team player who can successfully work with other departments and act as liaison as needed • Commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within southern Arizona including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin and military status.
General	<p>The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel incumbent in this position.</p>
Americans with Disability Specifications	<p><u>Physical Demands</u></p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel,</p>

	<p>crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> • Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time. <p>The noise level in the work environment is usually moderate.</p>
Compensation	To be determined based on qualifications and experience.
At Will Relationship	This document does not create an employment contract, implied or otherwise, other than an "at will" relationship which means that either you or CFSA may terminate the relationship at any time, with or without notice, and with or without cause.
Last Update	December 14, 2018

I have read and understand this explanation and job description and have received a copy for my records.

Name, Signature, Date