COMMUNITY FOUNDATION of the OZARKS

Job Title: Event Coordinator
Status: Part-Time, 20 hours per week; non-exempt
Date: January 2026
Reports To: Vice President of Communications and Marketing
Grade: 9

ORGANIZATIONAL MISSION
To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

PRIMARY PURPOSE OF JOB
The Event Coordinator is responsible for providing event management for all Foundation departments. This position supports the planning and execution of events that engage donors, grantees, and community partners of the Community Foundation. This position collaborates with all departments to deliver engaging, well-organized events that highlight the Foundation's impact and foster community connection. All activities will align with the CFO's mission, vision, and values.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Assist all departments with the planning, logistics, and execution of Foundation events of varying size and scope.
- Coordinate event timelines, task lists, and communication among staff and vendors.
- Lead conceptualization for events managed by the Communications and Marketing department.
- Support and coordinate venue selection and communication, catering arrangements, and audiovisual or technical needs.
- Manage event invitations, RSVPs, registration lists, and day-of guest check-in.
- Prepare materials such as name badges, signage, programs, and presentation slides.
- Draft and maintain event show flows and agendas.
- Assist with event setup, execution, and teardown.
- Maintain event inventory (tablecloths, décor, signage, supplies, etc.).
- Work closely with the Development, Community Impact, and Operations teams to ensure consistent branding, messaging, and quality across events.

- Communicate with internal staff, vendors, venues, and community partners in a professional and timely manner.
- Support the Communications and Marketing team by providing event details, photos, and follow-up content.
- Track attendance, feedback, and event outcomes for reporting and continuous improvement.
- Maintain organized event files, including vendor contracts, budgets, and evaluation notes.
- Maintain and manage reservation and internal calendars for certain Foundation meeting and event spaces, including event spaces on 1st and 2nd floors (effective late 2026).
- Attend weekly Communications and Marketing department meetings.
- Support additional Communications and Marketing functions as able and necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Experience with database work preferred.
- Strong organizational and project management skills with attention to detail.
- Strong time management skills.
- Ability to manage multiple priorities and deadlines.
- Excellent verbal and written communication skills in a professional tone.
- Strong interpersonal skills with the ability to work with multiple team members.
- Comfort with light physical setup (lifting up to 25 lbs, arranging tables/chairs, etc.).
- Willingness to work flexible hours including limited early mornings, nights and weekends as necessary.

CFO CORE VALUES AND COMPETENCIES

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

CFO CORE COMPETENCIES

Building Trust – *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent's needs***.**

POSITION CORE COMPETENCIES

Building Trust
Interacting with others in a way that gives them confidence in one's intentions and those of the organization.

Constituent Focus
Ensuring that the constituent perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet constituents' and own organization's needs.

Building Constituent Loyalty
Effectively meeting customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.

Engagement Readiness
Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.

Managing Work (includes Time Management)
Effectively managing one's time and resources to ensure that work is completed efficiently.

Quality Orientation
Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent GED is required. Associate's degree in business administration, nonprofit administration, or other related fields is preferred.
- Bachelor's degree or equivalent professional experience is a plus.
- Previous experience coordinating events is required. Experience in a nonprofit, community, or hospitality settings is ideal.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	**25-49%**	**50-74%**	**75-100%**
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 25 pounds with or without reasonable assistance.		X		
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X
Travel: Must be able to drive to various locations for events/meetings		X		

WORKING CONDITIONS

This position will be remote, with regular in-office meetings required. The coordinator will have the option to work at a flexible (non-permanent) work station in the CFO's home offices in Springfield. The office work environment is usually a well-lighted, environmentally controlled indoor space with moderate level of noise. Normal business hours are Monday through Friday 8 to 5.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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Employee Signature Date