



Events and Engagement Coordinator

Attention all mission-driven, event enthusiasts and people-persons!

Alameda County Community Food Bank—the East Bay’s hub of hunger-relief efforts—is on the lookout for an outgoing, creative rock star to join our organization as the NEW Events & Engagement Coordinator!

Reporting to the Community Engagement and Events Manager (CEEM), The Events & Engagement Coordinator (EEC) has an essential role in supporting the project coordination and logistics execution for internal and external ACCFB events that engage supporters, organizations, and other external community members in our mission, including advocacy, volunteer engagement, fundraising, client outreach, and general awareness...to name a few.

The EEC will play a primary role in maintaining highly organized systems to track and assess incoming engagement opportunities, event logistics, calendars, and special event projects. The EEC will also largely play a community-facing role for engagement and fundraising efforts, often serving as the lead liaison between community partners and ACCFB.

This is a new exciting and collaborative role that will create opportunities to work with many internal teams across the organization and external community partners, as well as support a new phase of development for events and engagement at ACCFB.

A candidate who will be successful in this position...

...is a consummate “project manager” who comes to this work with an existing and proven set of tools and skills to manage highly detailed timelines, task lists, and other administrative duties.

...has experience in event production, and a creative passion for curating meaningful experiences.

1. ...is enthusiastic about educating the community around hunger-relief in Alameda County, and comfortable engaging the public to support our mission.
2. ...comes with shared values within the nonprofit space, and comfortable with all aspects of a nonprofit business and fundraising model.

The ideal candidate is also tremendously organized and able to simultaneously manage multiple projects with near-and long-term deadlines. They can balance creativity and out-of-the-box thinking with concrete task management to ensure successful outcomes across a wide range of event formats. Most importantly, they know how to have fun with the work, even while it’s serious.

The Events and Engagement Coordinator (EEC) is responsible for supporting and carrying out the day-to-day implementation of ACCFB’s internal and external and community engagement events. Reporting to the Community Engagement and Events Manager (CEEM), the EEC plays a vital hands-on role in ensuring smooth project management and execution of ACCFB-hosted special events; impactful participation in third-party events; and effective local cause marketing partnerships. The EEC supports the EEM—as well as colleagues across the Food Bank—on all aspects of end-to-end events and engagement work from researching and assessing partnership opportunities, vendors, etc., to planning and, to onsite logistics. The role also serves as the primary liaison between the Events and Engagement team and other ACCFB teams/departments. As a member of the broader Community Engagement & Marketing (CE&M) department, the EEC may also be called upon to support other functions, including volunteer engagement and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the project management and execution of annual in-person and virtual events calendar to align with ACCFB’s mission and strategic plan.
- Under the direction of the CEEM, supports all aspects of events project management including but not limited to maintaining scheduling and hosting meetings (e.g., developing agendas, note taking, etc.); keeping

up-to-date production timelines; tracking and ensuring follow-through on delegated tasks; tracking expenses; and reporting.

- Maintains well-organized files and planning documents to store and track key documents.
- Partners with Communications team and cross-divisional colleagues in the development of marketing materials, collateral, planning documents, and other assets to support events and engagement initiatives.
- Conducts research to identify and assess feasibility of partnerships, sites, vendors, and other items related to events and engagement. Clearly and concisely summarizes information for assessment and approval by EEM.
- Supports annual event auction through research, proactive solicitation of donations, and end to end task management for project completion.
- Coordinates and ensures fulfillment of all physical event and engagement-related requirements including but not limited to tables/tablecloths, canopies, materials, etc. Manage inventory and maintain checklists to ensure all items arrive and are returned and remain easily accessible.
- Attends, actively participates, and at times leads Food Bank representation at third party events and other external engagement opportunities.
- Coordinates scheduling of staff and volunteers for special events, third-party events, engagement opportunities. Clearly communicates all key information including but not limited to logistics, roles & responsibilities, goals/expected outcomes, and talking points.

Other Duties

- Backfill for CE&M colleagues during times of high-volume or outages, including supporting volunteer engagement and communications (e.g., photography, creating content and posting on social media)
- Occasionally conduct facilities tours during onsite events or during ad-hoc and planned visits.
- May be called to do significant travel throughout the region both during and off business hours, and on weekends.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum 3-4 years' experience in in-person engagement, including direct involvement in events production.
- Exceptional project management skills; proficient in employing project and/or events management tools to ensure smooth program and project execution.
- Highly organized with impeccable attention to detail. Ability to prioritize, handle multiple assignments, conduct necessary follow-up, deliver finished products under tight deadlines, and quickly adapt to meet unexpected and urgent requests a must.
- Ability to research, assess, and make clear and compelling recommendations on partner relationships, vendors, etc.
- Ability to create compelling solicitations for financial and in-kind donations.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook); project management tools (Smartsheet, Asana, etc.); and customer relationship databases (Salesforce and Greater Giving a plus).
- Highly collaborative with exceptional interpersonal skills.
- Comfortable speaking in front of audiences of all sizes and makeup
- Ability to occasionally adjust schedule to attend work functions outside of normal work hours, on weekends and evenings.
- Access to reliable transportation

PERSONAL ATTRIBUTES AND VALUES

- Enthusiastic about fundraising and engaging the community in ACCFB's mission to end hunger and its root causes.
- Relishes asking for support; fearless in soliciting auction items, price reductions from vendors, etc.
- Strong work ethic and self-starter. Innovative and entrepreneurial spirit who regularly seeks out projects/tasks vs. waiting to be assigned.

- Creative thinker that is consistently identifying and pursuing new events, partnerships, and engagement opportunities.
- Agile and adaptable; comfortable quickly pivoting to meet the needs of an event or engagement opportunity.
- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of Belonging, Accountability, Transparency, Community, and Hope.
- Excellent judgment, impeccable integrity, and honesty, handles confidential information with discretion.
- Service orientation and the ability to work independently and collaboratively with people of diverse backgrounds, skillsets, expertise, etc. Passion for and drive toward a just and equitable society where all people are empowered.
- Experience in a nonprofit or similar environment with a variety of stakeholders and deeply rooted community values.

PHYSICAL REQUIREMENTS

This work is located in an office and warehouse environment with substantial points throughout the year traveling to and working externally at events and other engagement opportunities. Physical activities necessary in the performance of this job include the abilities to: sit at a computer workstation for up to [five hours] at a time; operate computer and phone equipment; Talking, hearing, writing, reasoning, persuading, interpreting and prioritizing; moving throughout the 118,000 sq. ft. food bank facility in performance of duties; move up and down stairs and/or ramps; lift, carry, push, or pull up to 30 lbs.; visit community settings; conduct site visits including walking, bending and squatting.

Union Representation

ACCFB is in partnership with and has a newly established labor union for a portion of our staff. **This position is NOT part of the labor union OPEIU, Local 29, at this time. It may be added to the union in the future.**

BENEFITS AND COMPENSATION

This is a full-time, exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (one-hour unpaid lunch, a 37.5 hour work week). The non-negotiable starting hourly wage is \$ 35.32/hr.). We offer an outstanding benefit package including:

- Medical (100% coverage for employees, 93% coverage for dependents)
- Dental (100% for employees and their dependents)
- Vision (optional)
- Flexible Spending Accounts (optional)
- Commuter Benefit Account (optional)
- Employer-paid supplemental life, ADD & LTD insurance — with ability to buy-up for increased coverage.
- 403(b) plan available on the first day, with employer match after 1 year of service.
- Employee Assistance Program (100% coverage for employee and dependents)
- Generous vacation, sick and holiday leave accruals

If you meet these qualifications and want to join our mission, please send your resume and answer the application questions through our Careers page located at <https://www.accfb.org/about-us/careers/>

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.