



We're Hiring!

Position Available: Events Coordinator (Seasonal)

Position Type: Full-time Seasonal (~5 months; April 10 - August 31, 2023) - Bay Area California based. Work onsite at our office and at various locations throughout the Bay Area for volunteer project days.

Are you looking for a hands-on learning experience? This full-time seasonal role will provide you the opportunity to learn how to plan, coordinate and execute successful volunteer events. A great resume-building opportunity or a way to refresh your skills!

Position Purpose: Reporting to the Community Agency Relations Manager, the Events Coordinator will plan and develop volunteer projects, coordinate the logistics surrounding the event, and manage and lead the volunteers on the day of the event. You will lead events for a variety of individuals ranging from corporate volunteers in our Hands At Work program to high school youth in our HandsOn Tomorrow summer program.

You will receive detailed and immersive training from our experienced team members and will move quickly into planning and executing volunteer projects happening in late April through August.

This is a dynamic, fast-paced environment with a team of hard-working, fun, and creative individuals who have various experience levels. You will gain experience in project development, volunteer management, event management, and logistics coordination all of which are applicable to both the nonprofit and corporate sectors.

Position Responsibilities

Training

- Develop skills to facilitate volunteer events (in-person and virtual).
- Learn best practices for various projects (basic painting, gardening, and client interaction).
- Review volunteer management practices to ensure that volunteers feel connected, engaged, and that their work is meaningful and impactful.
- Learn about HandsOn Bay Area's programs and partnerships to be able to deliver a concise overview to volunteers.

Volunteer Event Development

- Plan and develop projects that meet the needs of the community with guidance from the Community Relations and Program teams.
- Coordinate and/or conduct site visits with nonprofit agencies to define activities the volunteers will complete (i.e. painting, gardening, cleaning, etc).
- Research, organize, and prepare plans to make each volunteer project a success.
- Communicate professionally and promptly with corporate clients about project details.
- Communicate promptly and effectively with fellow staff members assisting with your projects.
- Create, store, and share project development resources with the rest of the team.

Day-of Volunteer Event Management

- Ensure that project experiences are safe, productive, and fun for the volunteers.
- Welcome, direct, and instruct/manage large groups of volunteers.
- Communicate clearly with volunteers to articulate the goals of the project.
- Take photos of volunteers during the project.
- Troubleshoot any problems that might arise.
- Coordinate project clean-up as the project is ending.
- Ensure that project goals are met.
- Support HandsOn Tomorrow Program Facilitators to deliver high quality volunteer projects for participating teenagers.

Post Event Wrap-up

- Complete debrief documents and communicate any points of interest to relevant HandsOn staff members.
- Upload Photos from the project.
- Communicate post project information to corporate and non-profit partners.
- Finalize any expenses or adjustments to the supplies needed.

Logistics

- Daily check in with the Program Delivery Manager for warehouse needs and assignments.
- Organize and package tools/supplies from our tool warehouse for use at volunteer projects (i.e. garden tools, painting supplies, cleaning supplies).
- Deliver tools/supplies to project sites. Pick up tools/supplies after projects are complete.
- Pack, ship, and receive Project in a Box orders.
- Assist in organizing, cleaning, and completing other warehouse tasks.
- Quality check items being delivered to agency partners.

Responsibilities of all HandsOn Bay Area Staff

- Embrace HandsOn Bay Area's mission and core values.
- Be ambassadors for HandsOn Bay Area in the community.
- Support the fundraising efforts of the organization.
- Act as leaders on HandsOn Bay Area corporate service projects as necessary.

Requirements

- Ability to organize and plan in-person and virtual volunteer projects.
- Comfortable speaking in front of and facilitating groups (from 10 to 100+), both in-person and virtually. Enthusiasm to take on leadership of large-scale projects (100+ volunteers), a plus.
- Enthusiasm for managing teenage volunteers for HandsOn Tomorrow.
- Familiarity with the tech apps that we use (or ability to adapt to them quickly): Slack, Salesforce, and Google Suite (Gmail, Calendar, Drive, Sheets, Docs, and Slides).
- Great customer service skills; good interpersonal and communication skills, written & verbal.
- Able to provide positive supervision and mentoring for volunteers at a project.
- Detail oriented. Able to multi-task with flexibility to succeed in a fast-paced environment.
- Experience with gardening, painting, or construction, a plus (we can provide training).
- Valid CA driver's license (or willingness to obtain a license) for travel to project sites throughout the Bay Area.
- Ability to drive vehicles like small U-hauls/large vans a plus. Experience driving medium-sized (10-14') U-Hauls is a big plus. If you don't have this experience, we can train you.
- Ability to lift and carry event supplies and load them into our fleet.
- **This is a Full-Time Seasonal 5-Month Position. You must commit to staying in this position through Aug. 31, 2023.**

Traits

- A team player who can also work independently AND have fun!
- Interested in nonprofit work and believes in the value of community service.
- Organized, likes attention to detail, good time-management skills.
- Professional demeanor in person, in virtual meetings, and in email communications.
- Handy with basic project budgeting.

HandsOn Bay Area is committed to continuing to make diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful.

Salary Range

\$24.04 - \$25.24 per hour (based on experience).

Includes a comprehensive benefits package:

- Health, vision, and dental insurance (premiums 100% covered for the employee, 50% for spouse/registered domestic partner/children). Life and short term/long term disability insurances fully covered for the employee. Begins the 1st of the month after your start date.
- Vacation accrual (10 hours per month worked), Sick time accrual (1 hour for every 30 hours worked), Holidays (Memorial Day, Juneteenth, July Fourth, Labor Day).
- 401k plan with up to 4% salary match (after 90 days)

Important Dates

- Application Due Date: Open until position is filled
- Virtual Interviews: Ongoing on a rolling basis. If interested, do not delay in applying.
- Start Date: April 10, 2023
- End Date: August 31, 2023

How to Apply

Email a cover letter and resume (please convert all attachments to pdf) to jobs@handsonbayarea.org.

1. Include the following email subject line: Events Coordinator - [insert your last name here].
2. Address the following in your cover letter: What makes a high-quality volunteer experience?

HandsOn Bay Area's Core Values and Mission

Mission

People Helping People™

About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are guided by Dr. King's profound statement - "Everyone can be great because everyone can serve." Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.