



The Life Foundation and CHOW Project Position Description

OPEN POSITION: EVENTS AND VOLUNTEER COORDINATOR

1. BASIC INFORMATION

Position Title: Events and Volunteer Coordinator

Organization Information: This new position will be an integrated hire as Life Foundation & The CHOW Project merge into one organization. The Life Foundation is a comprehensive AIDS organization, offering HIV prevention activities and services for HIV positive people in Hawaii and the Pacific region. The Life Foundation is the oldest and largest AIDS program in the state. The CHOW Project is dedicated to serving individuals, families and communities adversely affected by drug use, especially people who inject drugs, through a participant-centered harm reduction approach.

Supervisor: Development Manager

Position Classification: Salaried - Exempt.

Availability: The position will remain open until filled. Life Foundation & The CHOW Project reserve the right to close this hiring process at any time without further notice.

2. SUMMARY OF POSITION

The primary goal of the Events and Volunteer Coordinator is to obtain, increase and maintain support for the programs of Life Foundation/CHOW Project through community events and volunteer engagement. The person in this position is responsible for the day-to-day activities of the Life Foundation/CHOW Project as they relate to recruiting, training and supporting volunteers and coordinating fundraising and other community-based events. The main event this position supports is the annual Honolulu AIDS Walk, which occurs each April with over 2,0000 walkers and supporters.

3. PRINCIPAL RESPONSIBILITIES

- Coordinate and oversee all fundraising and staff-related events, whether internally or externally produced, to ensure they are conducted as efficiently and productively as possible and that they are consistent with the organization's mission.

- Work closely with Director of Development to maintain corporate/business/organization contacts that will be beneficial to Life Foundation/CHOW Project development in the form of financial support, event sponsorship, in-kind donations and advocacy with other potential funders.
- Recruit, train and retain volunteers for the AIDS walk, community health fairs and other events.
- Represent the agency at conferences, health fairs and other community events
- Manage agency social media activities

4. QUALIFICATIONS

- 2-5 years of demonstrated experience and ability relevant to the responsibilities of the position. Show us that you have done this work successfully at one or more other organizations.
- Strong verbal and written communications skills. Representative samples of your work will be appreciated.
- High energy, positive, professional attitude, pride in work produced
- Strong time management skills and ability to manage multiple tasks at once
- Experience with social media is a plus
- Demonstrated ability to work productively as part of a team.
- Ability to work well and thrive professionally in an atmosphere of significant diversity.
- Willingness to work occasional nights and weekends
- Commitment to the visions of Life Foundation and The CHOW Project

5. HOW TO APPLY

Please carefully read and fully comply with the following.

Applicants should send a resume, a letter explaining their interest in and qualifications for this position, and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

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