



## **Part-Time Marketing and Events Coordinator- Van Go, Inc.**

### **About Us:**

Van Go, Inc. is an arts-based nonprofit organization providing comprehensive, 'earn while you learn' employment programs and social services to Douglas County youth, ages 14-24. Using art as the vehicle, Van Go provides employability and life skills training, health and wellness education, and social service supports. Van Go's nationally recognized programs give young people a job, real world skills, individualized supports and the opportunity to create their own vision of success.

### **Our Core Values**

#### **At Van Go, we:**

- *Believe in the power of art*
- *Create a safe environment for self-expression*
- *Prioritize overall health and well-being*
- *Encourage self-empowerment*
- *Nurture community and a caring "home away from home"*
- *Inspire hope for the future*

### **Position Summary:**

Van Go, Inc. is seeking a Marketing/Events Coordinator who possesses an eye for design and an ability to complete their work with flair in line with the Van Go brand. This role has high demand periods and is a diverse position that includes a mix of administrative tasks, project coordination, and creative work. This position will work collaboratively to intentionally promote and raise awareness of Van Go. The Marketing and Events Coordinator must have the ability to work under pressure, and exhibit excellent organizational and communication skills. This position requires flexibility and will require occasional evening and weekend work.

### **Essential Duties and Responsibilities:**

The **Marketing and Events Coordinator** will be responsible for the following and other duties as assigned:

- Collaborate in the design and execution of Van Go's overall marketing plan including various fundraising and program events throughout the year
- Develop thoughtful, relevant, and mission related social media posts
- Design marketing and advertising pieces using Van Go's established branding guidelines and assets
- Support the Co-Executive Director of Development and Operations along with various stakeholders in event planning
- Assume a leadership role on key aspects of special events
- Work proactively and collaboratively with various areas of the organization to anticipate and solve marketing/events challenges
- Work independently to track and follow through on tasks to support event setup, logistics and execution
- Meet deadlines, prioritize tasks, and manage time wisely
- Employ retail sales knowledge to assist with Van Go's month-long Adornment Holiday Art Show and Sale
- Document agency activities for organizational archives
- Other duties as assigned

**Qualifications:**

- 3-5 years of experience in events and/or marketing
- College degree a bonus
- Retail experience preferred
- Creative and innovative thinker
- Outstanding communication skills, written and verbal
- Professional presence
- High level of initiative
- Detail oriented
- Strong organizational skills
- Ability to remain focused and calm in a fast-paced environment
- Ability to meet deadlines

**Additional Conditions/Requirements:**

The **Marketing and Events Coordinator position** is part-time (20-28 hours/week) and together with the Co-Executive Director of Development and Operations, will have the opportunity to set a mutually agreed upon schedule taking into account Van Go's event calendar and agency needs. Selected candidate must pass a series of pre-employment background checks as a condition of employment. Reliable transportation, a valid and unrestricted driver's license, clean driving record and proof of insurance are required. There are no known physical limitations or considerations to perform this job successfully. The work hours for this position will be appropriate to the needs of the projects at hand and will include some evenings and weekends. This position reports to the Co-Executive Director of Development and Operations. Van Go is committed to maintaining a culture of integrity, kindness, dignity, and respect. Van Go requires every employee to conduct themselves in a positive, collaborative and professional manner at all times.

**Compensation/Benefits:**

Van Go is committed to a healthy work-life balance. The **Marketing and Events Coordinator** qualifies for pro-rated vacation days and Personal Time Off (PTO), professional development and a competitive hourly wage commensurate with education, experience, demonstrated skills/traits.

*Van Go, Inc. is an Equal Opportunity Employer and is committed to fostering diversity and inclusion. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.*

**Application Procedure:**

Please submit the following to [eliza@van-go.org](mailto:eliza@van-go.org) for consideration:

- Cover letter
- Resume
- Contact information for three professional references

Applications will be reviewed upon receipt and accepted until the position is filled.