



## Outdoors for All Foundation Job Description

**Job Title:** Events & Marketing Assistant

**Job Summary:** We are seeking a full-time, seasonal Events & Marketing Coordinator to play a crucial role in supporting Outdoors for All Foundation's fundraising and community outreach efforts. The coordinator will work closely with the Events & Marketing Director to plan and execute 2-3 small fundraising events per year, with a primary focus on supporting the preparation for the Annual Gala Auction on November 9th. This position will also contribute to content curation and collateral development, helping to shape the organization's marketing efforts.

**Reports to:** Events & Marketing Director

### Key Responsibilities:

- Assist in coordinating and communicating event details to maximize resource development for 4-5 annual events and the Gala Auction.
- Collaborate with the Events & Marketing Director to secure items for the Gala Auction.
- Support community partners in executing smaller fundraising and beneficiary events.
- Coordinate online Gala Auction sponsorship requests and fulfillment alongside the Events & Marketing Director.
- Create success stories and gather program images for marketing collateral and donor materials.
- Represent Outdoors for All at general outreach events to raise awareness and expand the organization's presence in the community.
- Assist in developing and implementing marketing strategies to promote events and programs.
- Assist in the development of engaging social media and website content to increase brand awareness and engagement.
- Assist in creating marketing materials such as flyers, posters, and digital content.
- Help to identify trends and opportunities for outreach and engagement through market research and metric analysis.
- Monitor and report on the performance of marketing campaigns and activities.
- Participate in webinars and training to enhance knowledge of the organization's event software and CRM system, supporting the development team.

### Qualifications and Requirements:

- Commitment to a positive, team-oriented work environment, with the ability to work independently and self-motivate.
- Strong attention to detail, interpersonal, and verbal communication skills.

- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint), with familiarity in Adobe products, WordPress, and database management preferred.
- Willingness to work occasional evenings and weekends with advanced notice.
- Ability to lift and carry a minimum of 25 pounds.
- Adherence to Outdoors for All's policies and procedures.
- Valid Washington State Driver's License; must verify own auto insurance.
- Completion of a background check.

**Status:** Seasonal; Full-time May-November; non-exempt

**Hourly Rate:** \$23.36 - \$28.37

**Hours:** Full-time, 40 hours/week, Monday through Friday 9am-5pm, with occasional special event support requested at other times.

**Benefits:** Accrued sick leave. See *Employee Manual* for full details on benefits and employment practices.

\*Please send cover letter and resume to [MarissaB@outdoorsforall.org](mailto:MarissaB@outdoorsforall.org)