



## **Special Events Manager**

Looking for an exciting opportunity where you can make a difference in the community? Bethany House Services (BHS) is looking for you. We have a perfect opportunity for you to join our staff as the Special Events Manager. Bethany House Services is a non-profit organization dedicated to empowering homeless and at-risk families with the solutions to achieve housing stability and long-term self-sufficiency.

### **Description**

In this role you will be responsible for

- Providing quality administration and management of special events and the volunteer program.
- Proactively coordinating and managing communications through the social media venue for the agency.
- Working with other members of the Leadership Team in the implementation of programs, policies and practices that assist BHS achieve its mission and fundraising goals.

### **Job Requirements**

**Education:** Bachelor's degree or any combination of education, training, and/or experience equivalent to completion of a Bachelor's Degree in English, Communications, or related field.

**Experience:** Minimum of 3-5 years of work experience in special events management, volunteer administration and marketing/PR.

- Knowledge of information technology, computer systems, and software. Proficiency in using Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Constant Contact and related tools and applications.
- Experience with Raiser's Edge (RE) database or equivalent is preferred.
- Experience in social media and website management is required.

Finally, you must have a valid driver's license, able to meet BHS vehicle insurance requirements and reliable transportation and successfully complete a criminal background check and drug test.

BHS offers a competitive cafeteria of benefits.

Interested? Please email your cover letter and resume to [Mary Bennett Brown](#)

Bethany House Services

An Equal Opportunity Employer