



JOB OPENING – DEVELOPMENT COORDINATOR

Ophelia's Place is a prevention-based nonprofit organization located in Eugene, OR dedicated to helping girls ages 10-18 make healthy life choices through empowerment, education and support. For more information visit our website at www.opheliasplace.net.

Hours: .75 FTE (30 hours/week), periodic weekends, and some evenings

Salary: \$16-\$20/hour, based on experience; +5% bilingual differential

Benefits:

- 19 days of paid time off (PTO) annually
- 10 paid holidays
- 100% employer paid medical, dental and vision insurance for staff member
- Health Reimbursement Account (HRA) for medical expenses not covered by insurance
- Access to professional development funds, depending on supervisor's approval

Position Description: The Development Coordinator's key areas of responsibility will be planning and coordination of all events, and supporting work of the Development Director. Other responsibilities include event donation procurement and tracking, management of event committees and donor database management. The Development Coordinator will report to the Development Director.

Knowledge, Skills and Abilities:

- A Bachelor's Degree preferred
- Demonstrated experience in successful event coordination
- Experience coordinating volunteers
- Bilingual (English/Spanish) and Bicultural preferred
- Excellent organizational and time management skills; ability to handle multiple tasks with attention to detail and follow-through
- Experience coordinating with a team
- Belief in strengths-based, collaborative approach
- Commitment to self-care and appropriate professional boundaries
- Experience with donor database software
- Experience with Powerpoint, Excel, Word, Adobe, and email software
- Ability to pass a drug test and criminal background check, and a valid driver's license

Application deadline is April 15, 2020

Mail or email cover letter, resume and at least one letter of recommendation to:

Anna Mihalyo, Executive Assistant at anna@opheliasplace.net

1577 Pearl Street, Suite 100, Eugene, OR 97401

www.opheliasplace.net