

**New Life Centers  
Special Events Coordinator**



Rev. Sept. 2021

New Life Centers provide intensive, community-based programs for youth in the Little Village, Humboldt Park, Pilsen and Brighton Park neighborhoods of Chicago. The target demographics of New Life Centers are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction. We envision youth and families transformed by hope, becoming men and women of character to create a flourishing, unified neighborhood.

**Position Summary**

The Special Events Coordinator will work Full-Time 40 hours per week (non-exempt, benefits available). Hours are both in-school and after-school hours and require a flexible schedule. The Special Events Coordinator is responsible for planning, budgeting, purchasing supplies, and coordinating details of special events for New Life Centers as well as debriefing the successes and challenges of special events. This may include sporting events, community events, holiday events, youth or program events, etc. Location of events may be at any of our Centers locations or other appropriate venues. The Special Events Coordinator will be detail orientated and provide excellent Customer Service to partners, participants, volunteers, etc. The Special Events Coordinator demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.

**Job Responsibilities**

- General knowledge of sports. Majority of events needing coordination are sports events.
- Assesses logistics and materials needed for an event and plans budget accordingly.
- Vets appropriate vendors for event purchases. Utilizing local neighborhood businesses as a priority when able to.
- Purchases necessary supplies within and under budget.
- Maintains inventory of event supplies.
- Coordinates appropriate/safe storage for event supplies.
- Coordinates the delegation of tasks in order to streamline tasks including set-up and break-down of events.
- Makes timely requests for invoices, checks, etc.
- Performs research, including meetings with appropriate staff, in order to gain understanding of different requirements and details of each event.
- Plans and organizes events in accordance with financial and time restraints.
- Researches and books appropriate venues.
- Plans, schedules and organizes time slots and speakers at events when necessary.
- Negotiates with vendors.
- Coordinates and oversees all event operations.
- Tracks overall event expenses regularly.
- Assists in annual budgeting process for special events.
- Offers solutions to resolve problems in a timely manner.
- Coordinates meetings to analyze and evaluate (debrief) event's results with appropriate staff.
- Creates and presents reports as requested.

- Communicates with Volunteer Coordinator and Supervisors for availability of volunteers and staff as needed.
- Communicates effectively with key staff, volunteers, participants and community members to assure successful planning and implementation of events.
- Monitors and provides for a safe environment at NLC functions.
- With the data team, utilizes database and other recordkeeping procedures to document accurate data and data collection.
- Maintains accuracy of a budget and spending plan.
- Provides premier customer service to partners/vendors by responding to requests in a timely and professional manner.
- Communicates and coordinates courteously and effectively in a family friendly manner with participants, staff, sponsors, funders, volunteers and other outside organizations.
- Represents the organization at meetings and within the community to promote special events.
- Leads the process for creating promotional materials/plan for promotion and promotes special events. May create promotional materials when needed.

#### *Other Duties as Assigned*

- Attends mandatory weekly and quarterly staff meetings.
- Attends required trainings and meetings as necessary.
- Some local travel required (reimbursable).
- Other tasks as assigned per Supervisor.

#### **Required Qualifications**

- **Must become a Certified Mandated Reporter. Training Provided.**
- **Must pass a background check, must not have any pending cases.**
- **Must pass a Child Abuse and Neglect Tracking System background check.**
- **Must pass a National Sex Offender Registry background check.**
- Must have a working phone and phone number.
- One-year experience working in the human services field in a capacity that involves direct services to at-risk youth.
- Cross-cultural competency.
- Good listening and communication skills.
- Proficient in Microsoft Word and Excel.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively both written and verbally.
- Valid Illinois Driver's license, insurance, good driving record, access to a vehicle; subject to driving background check.
- Pay commensurate with experience.

#### **How to Apply**

Please submit the following materials to [VictoriaA@newlifecenters.org](mailto:VictoriaA@newlifecenters.org):

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (min. 2 professional references, email and phone included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "Special Events Coordinator" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with*

*applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*