

Job Title: Event Coordinator

Location: Camp Ho Mita Koda, Newbury OH

Employment Type: Part-Time

Commitment: 30 hours weekly

Pay Range (Hourly): \$18-22 per hour

Job Summary:

Camp Ho Mita Koda, the world's first and oldest Type 1 Diabetes camp, is seeking a dynamic and organized Event Coordinator to manage and oversee all aspects of our year-round onsite rental operations and assist with the organization's fundraising events. This role is essential for growing Camp's revenue streams to support our non-profit's programming.

Qualifications:

- Education: High School Diploma or equivalent (GED accepted)
- Ability to pass Federal and State background checks
- Aged 21+

Key Responsibilities:

1. On-Site Rentals

Camp Ho Mita Koda rents out its facilities for school trips, mission-partner camps, corporate retreats, weddings, family retreats and more. The Event Coordinator will be responsible for coordinating rental logistics, maintaining communication with clients, ensuring smooth rental operations, providing excellent customer service, and helping to grow our rental offerings.

Duties include:

- Client Communication:

- Serve as the primary point of contact for rental inquiries, bookings, and ongoing client communications.
- Respond to emails, phone calls, and inquiries regarding rental availability, pricing, and facility offerings.
- Actively seek new rental opportunities through strategic outreach and marketing initiatives.
- Manage rental agreements, ensuring all documents/contracts are completed and returned in a timely manner.
- Conduct tours for prospective clients while promoting camps ability to meet their unique needs.

- Logistics & Operations:

- Coordinate and oversee rental bookings, ensuring all guest needs are met prior to and during their stay.
- Arrange for appropriate staffing, in collaboration with the Camp Director, including cleaning crew, maintenance, and guest services personnel, as needed for each rental.
- Create, distribute and oversee program staffing schedules.
- Maintain inventory, order supplies and ensure that all facilities are prepared and stocked for each rental.

- Payments & Documentation:

- Manage rental contracts, deposits, payment collection and other financial transactions.
- Track rental bookings, income, and expenses using a designated spreadsheet or tracking system.
Proficiency in Microsoft Suite preferred.
- Ensure timely and accurate invoicing for all rentals.
- Tracking and submitting payroll information for staffing as required.

- Hosting & Customer Service:

- Serve as an onsite host during rentals: greeting guests and addressing any issues or concerns during their stay.
- Work with Facilities Director to ensure the facilities will meet guest expectations for accommodation layout/cleanliness.

- Post-Rental Follow-Up:

- Send out post-rental evaluations and gather feedback to improve the guest experience.
- Address any concerns or follow-up requests from guests after their stay.
- Provide updates and concise reporting to the Executive Director as requested.

2. Fundraising Event Support:

Camp Ho Mita Koda hosts several fundraising events throughout the year and partners with local businesses to host benefit events. The Event Coordinator will assist the Development Director in the successful execution of these events.

Duties include:

- Assist in the planning and execution of Camp Ho Mita Koda's signature fundraising events (e.g., Backpack Bivouac, Fall Festival, etc.)
- Collaborate with Development Director and volunteers in solicitation of raffle basket donations and other in-kind donations.
- Assist with social media marketing and other administrative tasks related to the success of these events.
- Consider new fundraising opportunities, including benefit events, and participation in community outreach events.

Preferred Skills:

- Experience in a non-profit, camp, retreat, and/or hospitality setting (1 year preferred)
- Event coordination and/or non-profit fundraising experience (1 year preferred)
- Basic skills in software systems & technology, including Microsoft Suite, Zoom, etc.
- Excellent verbal and written communication skills
- Ability to take initiative and confidently engage with prospects to generate new donations and build lasting partnerships

Schedule & Benefits

- Flexible schedule, with availability to work weekends and evenings as needed for scheduled rentals and events
- Unlimited PTO for flexible work-life balance and 3-week winter break.
- Opportunity to work from home one day a week, as agreed upon by Executive Director, as the job duties allow.
- Opportunities for professional development and growth within the organization, including potential of a full-time position.
- The chance to make a meaningful impact by supporting a mission-driven organization.

How to Apply:

Please submit your resume and a brief cover letter detailing your experience and interest in the Event Coordinator position through our website or Indeed.