



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Events & Project Coordinator

Are you a strong project manager and capable planner? Are you seeking an events-focused position and an opportunity to gain marketing communications experience? Are you looking for an opportunity to make a difference in the community with a leading and well-resourced nonprofit organization? Do you want a work-life balance in Silicon Valley? Second Harvest Food Bank is looking for an Events & Project Coordinator to lead a dynamic events program; developing a comprehensive events strategy and integrating those efforts with our public relations, social media and other communications programs. You will have the opportunity to lead the planning and execution of major events, like our donor recognition event. You will manage event efforts involving planning, positioning, production, logistics and communication outreach. You will also coordinate efforts with partner organizations, including leading Silicon Valley companies. In addition, as a member of the marketing communications team, you will have the opportunity to support and participate in other marketing projects.

We Have:

- An established and successful events program, encompassing fund raising and education-focused events
- An extremely strong nonprofit brand and long-standing partnerships with leading philanthropists, private and public organizations
- A mission that brings all types of people together, which is widely supported and needed by the Silicon Valley community
- Eight-person marketing communications team in a collaborative and supportive environment
- Track-record of efficiently translating donor dollars into meaningful community impact
- Full spectrum of audiences from our hungry neighbors to donors and partners spanning all members of the Silicon Valley community

You Have:

- Relevant experience driving the end-to-end planning and logistics for a robust events program, including experience with event communications, vendor management, and day-of event coordination
- Balance of introverted and extroverted skills, involving both strong project management abilities, as well as excellent onsite communication skills to personally represent the Second Harvest brand, while interacting with event participants and vendors
- Ability to manage competing deadlines and prioritize projects accordingly
- Ability to both conduct detailed planning and think on your feet to ensure successful events
- Strong planning, budgeting, scheduling and vendor management capabilities; ability to manage volunteers and contractors
- Ability to spearhead an events program, including working evenings and weekends, standing for long periods of time and lifting or transporting event items
- A customer service mindset and ability to collaborate effectively with internal and external stakeholders
- A Bachelor's degree, California driver's license and clean DMV record

CURTNER CENTER

750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER

4001 North First Street
San Jose, CA 95134
T 408-266-8866
F 408-266-9042

BING CENTER

1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

About Us:

- Second Harvest Food Bank is consistently recognized as a charity of choice; in 2012 OpportunityKnocks.org ranked Second Harvest as the top nonprofit to work for in the country
- Second Harvest Food Bank is one of the largest food banks in the nation, providing food to a quarter of a million hungry people each month in San Mateo and Santa Clara counties
- We are making a difference in Silicon Valley when it comes to addressing hunger, nutrition and other issues, including poverty, food rescue, health and education, where food insecurity and access to healthy food has a significant impact

CLICK HERE TO APPLY!

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY