



CLUB

WE ARE HIRING

PROJECT COORDINATOR

RESPONSIBILITIES:

- **Event Planning:**
 - Assist in planning major fundraising events, including booking vendors, coordinating volunteers, soliciting donations, and other duties as assigned.
 - Assist in planning smaller fundraisers throughout the year.
 - Assist in planning events for patients and families.
- **Program Coordination:**
 - Work with Child Life Staff, Executive Director, and volunteers to coordinate K Boosts, Breakout Parties, K Cares, Christmas Projects, and other K Club Programs.
 - Coordinate K Club Scholarship Program.
 - Assist with hospital staff appreciation initiatives.
- **Administrative Tasks:**
 - Complete administrative tasks, such as conducting inventory, purchasing and delivering thank you gifts, contacting donors, ordering printed documents, working with Donor Software, etc.
- **Community Outreach**
 - Assist in researching and applying for grant opportunities.
 - Attend community outreach events as K Club representative.

QUALIFICATIONS:

- Excellent written and communication skills.
- Ability to self-direct and take initiative.
- Strong organizational and multi-tasking skills.
- Detail-oriented with a proactive approach to problem-solving.
- Ability to work collaboratively with volunteers and committee members.
- Ability to serve as an excellent ambassador of the K Club.
- Prior experience in event planning and coordination preferred.
- Experience with design, marketing, and/or experience with social media is a plus.

APPLY

SEND YOUR COVER

LETTER AND RESUME TO:

kclub@kclubkindness.org