



The Deaf and Hard of Hearing Center
Corpus Christi Area Council for the Deaf
5151 McArdle Road
Corpus Christi, Texas 78411-3911

Events Coordinator
Job Description

Job Title: Event Coordinator

Classification: Part-time/Hourly/Non-exempt

Supervisor: Executive Director

Position: Open until filled

For more information call 361.993.1154 (V) or 361.288.7076 (VP)

Please submit Cover Letter, Resume, and (3) Professional References to Maria Madrigal at administration@deafhhcenter.org.

POSITION SUMMARY:

Under the direction of the Executive Director, the Event Coordinator is responsible for creating, planning, coordinating, and facilitating Community Events and prepare for Youth Programs. Responsible for recruiting volunteers, requesting donations, reporting community and volunteer attendance, publicizing, as well as ensuring facilities are prepared prior and are returned to original condition afterward. Will report proactively to the Executive Director regarding the on-going status of the previously mentioned responsibilities.

Responsible for communicating with all deaf, hard of hearing, and hearing consumers, as well as guests and visitors using American Sign Language when necessary. Not required but may attend all Community Board and Planning Committee Meetings alongside the Executive Director. Responsible for coordinating in the event that the Administrative Director is unavailable.

Candidate must be proficient in Microsoft Office Suite. Responsible for submitting monthly reports to the Community Relations Specialist in a timely manner.



DUTIES AND RESPONSIBILITIES:

1. Maintain open and clear communication with supervisor and other DHHC staff.
2. Maintain good relationships with businesses, organizations, and community members that are involved in Community Events and Youth Programs.
3. Coordinate the following programs and events: Summer Camp, Summer Voyage, Sign Camp for Kids, Signing Santa, Holiday gatherings not hosted by the Community Board, La Palmera Tide Turners Monthly Booth, and fundraising.
4. Report community attendance, volunteer attendance, total funds raised, total funds spent, and event or program summary to Administrative Director within 4 business days of the event or program ending.
5. Submit Plan of Action for every event or program to Executive Director at least 2 weeks prior to start date.
6. Submit all advertisements to Executive Director for approval before publishing.
7. Ensure volunteer log is accurate and submitted for monthly reports in a timely manner.
8. Ensure volunteer forms are filled out accurately and put in database and on volunteer website.
9. Perform other duties as assigned or delegated.

QUALIFICATIONS:

1. Preferred: College or University degree.
2. Minimum: High school degree with two years of experience working with people who are deaf, hard of hearing, and hearing.
3. Valid Texas Driver's License and proof of insurance.
4. Ability to communicate with people with hearing loss using different communication modes and techniques including fluent American Sign Language.
5. Good telephone and communication skills with consumers, coworkers, and professionals.
6. Able to work with a variety of individuals towards a common goal.
7. Able to manage time wisely to meet deadlines and plan ahead for events/programs.
8. Have reliable transportation for events/programs which require travel outside the home office.
9. Computer skills necessary to maintain spreadsheets and reports.
10. Able to multitask for most effective use in time management tasks and required documentation.



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PHYSICAL QUALIFICATIONS:

1. Preferred ability to lift a minimum of 25 pounds.
2. Preferred ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs.

BEHAVIORAL EXPECTATIONS:

1. Customer Service – Enthusiastically interacts with all customers. Assumes personal responsibility for meeting customer needs. Consistently demonstrates a commitment to customer satisfaction.
2. Interpersonal Skills – Is sensitive to the needs, ideas, and feelings of others. Develops and maintains rapport with others. Listens well. Facilitates a group process.
3. Adaptability/flexibility – Demonstrates the ability to change behaviors and plans to meet rapidly changing/competing job demands (new or unusual situations). Receives change in a positive manner. Revises plans to meet changing circumstances.
4. Communication – Clearly and effectively communicates ideas and requests to others. Persuades or influences others through spoken or written communication.
5. Initiative – Starts and completes tasks with minimum of prompting. Willing to make recommendations and assume additional responsibilities.
6. Team Player – Fully participates in maintaining a positive team environment that is conducive to customer satisfaction. Builds trust among co-workers, focusing on accomplishing DHHC and departmental mission and goals.
7. Organized and efficient – Organizes work and uses time efficiently. Takes the initiative to find additional work during slow or downtimes. Recommends innovative ways of doing work more efficiently and effectively.
8. Core Values – Practices DHHC core values.