

Career Opportunity

Title: Events Coordinator

FLSA: Exempt (Part-time; 20 hours per week)

Location: 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough

Demonstrate the mission and vision of Breakthrough Urban Ministries, the Events Coordinator is responsible for the overall administration and execution of outdoor public programming with special emphasis on summer programming including strategic and long term program planning, implementation strategies, consultation and direction to other program administrative personnel.

Position Summary

The Event Coordinator's responsibilities includes but is not limited to:

- Assist with the administrative and execution of all outdoor public events.
- Develops and implements work plan that meets contractual obligations
- Handling all aspects of an event to ensure that everything happens flawlessly.
- Assist with contacting all necessary vendors related to the event
- Manage the budget process for all events.
- Maintain accurate records of all details and transactions related to the event.
- Publicizing the upcoming event.
- Checking damage control. (pre and post event)

Educational/Experience Requirements

Bachelor's degree in social services or a related field. Minimum of 1-3years related experience. Must be a leader with a proven track record of results with employee performance and management.

Compensation/Benefits

We offer competitive wages and a comprehensive benefit package including: paid sick time off, free fitness center membership, employee discounts and more.

To Apply

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: H.R.

402 N. St. Louis Avenue Chicago, IL 60624

E: bcurry@breakthrough.org Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.