

Job Title: Event Coordinator**Location:** Bellingham, WA**Employment Type:** Part-Time**Job Summary:**

WMBC is looking for a passionate, detail-oriented Event Coordinator to join our team. In this role, you will be responsible for planning, organizing, and executing fundraising events, community outreach activities, and awareness campaigns. You will collaborate with volunteers, donors and partners to create impactful and successful events that further our mission and engage the community. This is a great opportunity for someone with a strong event coordination background who is driven by making a positive difference.

Key Responsibilities:

- Plan, coordinate, and execute fundraising events, community outreach events, and donor appreciation activities.
- Work closely with WMBC staff, volunteers, and stakeholders to align events with the organization's goals and mission.
- Develop event concepts and strategies to maximize participation and fundraising potential.
- Coordinate event logistics including location, catering, audio/visual needs, permits, and transportation.
- Build and maintain relationships with vendors, sponsors, donors, and volunteers.
- Manage event budgets, track expenses, and ensure that events are executed within budget parameters.
- Coordinate the recruitment, training, and management of event volunteers.
- Work with WMBC staff on event promotion, invitations, and signage.
- Monitor event success and gather feedback to continuously improve future events.
- Provide day-of-event support, including overseeing event setup, execution, and breakdown.
- Maintain a database of contacts, donors, and sponsors, and ensure regular communication and follow-up after events.
- Track and report on event outcomes, including fundraising totals and attendee engagement.

WMBC Events (current):

- Member Meeting (Jan)
- TAP Appreciation Event (March)
- Whatcom World Cup (May-August)
- Bellingham Bells Baseball Collaboration Game (June)
- Northwest Tune-Up (July)
- Shoot The Trails (October)

- Member Trailhead Outreach (Monthly)
- Miscellaneous Events
 - Wellness Fair
 - Holiday Fair
 - Movie Premier(s)
 - Support Other Events (Youth Programs, JoyRiders)

Qualifications:

- Bachelor's degree in Event Management, Non-Profit Management, Communications, or related field (preferred).
- Proven experience in event planning, preferably in the non-profit sector.
- Strong organizational and time management skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with a demonstrated ability to work collaboratively with diverse groups of people.
- Ability to engage and inspire volunteers, donors, and attendees.
- Experience with budgeting, sponsorship solicitation, and fundraising strategies.
- Proficiency in event management software (e.g., Eventbrite, Cvent), Microsoft Office Suite, and social media platforms.
- Ability to work well under pressure, adapt to changing circumstances, and solve problems quickly.
- Passion for the mission of the organization and a commitment to creating positive social impact.

Preferred Skills:

- Creative and resourceful, with a passion for delivering meaningful and engaging events.
- Experience in community engagement and building relationships with key stakeholders.

Work Environment and Hours

- This position is part-time with more hours expected during the busy season (Spring/Summer/Fall).
- Hourly Wage: \$25 to start a 3 month trial, increasing after that to \$28.
- Position includes local travel, evening and weekend work.
- Hybrid - both office and remote.

How to Apply:

Please send your resume and cover letter to info@wmbcmtb.org