



1032 South Jackson Street, #C
Seattle, WA 98104
206-568-5160
www.helpinglink.org

Helping Transitions, Honoring Traditions

Fundraising Event Specialist

Location: Seattle, WA

Work Schedule: 15-20 hours per week July-November (flexible schedule/does include some evenings and weekend work)

Benefits: None

Compensation: \$5,000 (paid in monthly installments)

Position Overview:

Helping Link is seeking an experienced, part-time staff to join our collaborative and creative team of volunteers and Executive Director to manage and organize Helping Link's 25th Celebration Event this fall.

Why You Should Join Us:

Helping Link/Một Dấu Nối has been assisting Puget Sound area residents for 25 years through bilingual ESL, computer literacy, citizenship programs and Information & Referral Services to address inequitable barriers of access. Our support improves individuals' work opportunities, academic capabilities, civic participation and ability to be self-reliant in a new culture. Build your resume while supporting Helping Link to plan an engaging event that celebrates our past and funds our future work in the community.

What We Hope To Accomplish:

- Planning and implementing all special event logistics, including developing and adhering to event timelines and budgets, event material production and public relations, and overseeing volunteer staff on day of event
- Cultivating and expanding event sponsorship, as well as developing event databases to generate and track donors, attendees, and volunteer output with Executive Director and Fund Development team
- Coordinating and developing event marketing efforts with our Media Team, including public engagement strategy, social media and digital messaging, and overseeing printed materials
- Providing post-event analysis and follow-up, including reporting and tracking of goals and metrics in coordination with volunteer team



Helping Link
Who We Are Looking For:

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- Marketing and community relations experience, including sponsorship and donor acquisition
- A candidate with integrity, care for people and passion to commit to their community
- Excellent interpersonal and organizational skills, including written and oral communication
- A collaborative and solution-oriented leader and manager
- Demonstrated project management capacity, including management of deadlines for multiple tasks requiring attention to detail and independent judgment
- Proficiency using Google and Microsoft Office applications
- Bachelor's degree in related field and 2-4 years of experience is preferred
- Experience coordinating fundraising event with 200+ people is preferred, particularly in a non-profit setting
- Experience with graphic design applications and utilizing a donor database (or other CRM) is strongly preferred

How to apply:

Submit a cover letter & resume to mdnguyen@helpinglink.org.

OR send it to

Ms. Minh Đức Phạm Nguyễn, Executive Director
Helping Link/Một Dấu Nối
1032 S Jackson Street, Suite C
Seattle, WA 98104