



JOB DESCRIPTION

JOB TITLE: Program and Event Specialist
CLASSIFICATION: Non-exempt
REPORTS TO: Marketing and Communications Manager
LAST UPDATED: October 7, 2021

MISSION

VINE Faith in Action promotes quality of life and a culture of caring, sustained by volunteerism, community engagement and support for neighbors in need.

POSITION SUMMARY

Under the supervision of VINE's Marketing and Communications Manager, and working closely with the Guest Experience Manager, the Program and Event Specialist will facilitate VINE programs and assist with community engagement, membership enrichment, and promotion of VINE's entities.

ESSENTIAL FUNCTIONS

1. Plan, promote and facilitate VINE education presentations and events
2. Organize and facilitate VINE's social groups and enrichment programs
3. Support current members and help develop prospective members
4. Coordinate monthly Newsletter process
5. Write and edit content for website, newsletters, social media, and media releases
6. Market and promote VINE Home Thrift Store inventory
7. Assist fundraising and development projects
8. Provide aid with technology needs in the building
9. All other duties as assigned

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate effective interpersonal, phone, conflict resolution, and communication skills.
- Display a professional, caring attitude toward members, donors, customers, volunteers, providers, staff, board members, and contractors by phone, electronic correspondence, and in person.
- Possess strong grammar skills, good organization, and attention to detail.
- Focus on the team and be willing to adapt to the needs of the VINE organization.
- Solve problems, work independently and be creative under pressure.
- Demonstrate computer competency with the Microsoft Office suite.
- Familiarity with the Adobe Suite is a plus.
- Take and edit photos and videos for promotion.
- Willingness to learn other software required.
- Able to pass a criminal background check.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Communications, Community Health, Recreation Parks Leisure Services, Marketing, Non-Profit Management, or related field. 2-3 years of experience preferred.



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ADDITIONAL ELIGIBILITY QUALIFICATIONS

VINE Faith in Action requires all employees to be vaccinated against COVID-19 unless they qualify for an accommodation.

POSITION TYPE

40 hours/week, benefits eligible. Typical workweek is Monday through Friday, 8:00 am to 5:00 pm with an hour unpaid lunch break and two 15-minute paid breaks. Occasional evening or weekend hours and/or overtime may be required.

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees.

WORK ENVIRONMENT

This position is located in a climate-controlled office setting with normal business-level noise and lighting.

PHYSICAL DEMANDS

The position includes long periods of sitting with some standing, lifting, bending, and walking. Repetitive manipulating with both hands in keyboarding. Frequent contact with the public.

TRAVEL

This position does not require travel other than locally for occasional business errands.

EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____