

## **Match Engagement Specialist**

### **Job Summary**

The Match Engagement Specialist is responsible for planning, coordinating, and executing Program events and training for the Community Based Bigs, Littles and Parents/Guardians. This position will also assist with promoting match activities and designing event brochures/invitations.

### **Accountability**

The Match Engagement Specialist will report to the Program Manager.

### **Responsibilities**

- Plan and facilitate a variety of programs, activities, trainings, and events for program participants.
- Work closely with agency staff, volunteer committees, and others, internally and externally, to plan and secure Match activities materials and sponsorships.
- Propose ideas for new program activities and to improve the planning and implementation of current events.
- Conduct research and find resources to execute events.
- Organize facilities and manage all event on-site production such as décor, catering, entertainment, invitation list, registration, promotional materials, clean up, etc.
- Cultivate relationships with volunteers, mentees, and attendees of events.
- Prepare event materials and create timeline of projects.
- Create marketing materials and circulate.
- Promote agency events and tickets to Bigs, Littles and Parent/Guardians
- Manage event email account.
- Assist in developing appropriate materials for gift solicitation.
- Purchase event materials and adhere to program budget.
- Manage data entry and reporting for events, including attendance sheet, match support contact forms.
- Explore opportunities for engagement for match participants.
- Create and update monthly distribution of community activities to volunteers.
- Photography events and collect photos, video highlights when possible.
- Create post event recap reports for marketing department.
- Monitor and engage with Activity Center attendees.
- Administer surveys to youth and volunteers to assess relationship and youth outcomes when necessary, during program events.
- Support other Program/Event/ Development/ efforts, as necessary.

**Qualifications/Requirements**

- Bachelor's degree and 2 years of event planning/administration, preferably in a non-profit organization
- Ability to prioritize, organize and manage multiple priorities/projects.
- Strong customer service and relationship management skills
- Ability to work independently on various projects and tasks.
- Must have proficient knowledge of Microsoft Office.
- Must have knowledge or the ability to learn, design software or design platforms (InDesign, Adobe, CANVA, etc.)
- Ability to work flexible hours, nights, and weekends, when needed.
- Valid Driver's License required. Must have reliable transportation and willingness to travel across the Long Island region.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, reach with hands and arms, talk, and hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**FLSA Status**

Non-Exempt

**Schedule**

Tuesday – Saturday

Tuesday & Friday – REMOTE

Wednesday & Thursday – 12:30pm – 8:30pm

Saturday – 9am – 5pm

**Location**

Travel between Westbury & Islandia

**Salary**

Starting at \$45,000 commensurate with experience

We offer a competitive salary, a comprehensive benefit package, which includes medical, dental, vision, retirement plan & STUDENT LOAN REPAYMENT ASSISTANCE as well as generous paid time off and a flexible, remote/in-office, hybrid schedule.