



Bridging Freedom Event Coordinator

Part-time to Potential Full Time Position

Job Description:

Bridging Freedom is a 501(c)(3) faith based organization working to bring the community together to combat child sex trafficking. We are committed to providing awareness and prevention materials on this issue, and in building an urgently needed therapeutic safe home campus community to help young girls find healing through safety, therapy, medical care, education, life skills, and personal growth for a new hope in life.

We are seeking an events coordinator to join our team as soon as possible.

Major Responsibilities:

- Plan and manage the logistics of multiple fundraising events including, but not limited to, venues, guests, programs, catering, budget development, and marketing.
- Supervise the set-up, implementation, and break down of events.
- Track event expenses, review accuracy of invoices, and produce recap financial reports.
- Must be able to coordinate and work with volunteers to assist at events.

Knowledge & Skills:

- Knowledge of fundraising techniques and strategies.
- Strong communication, leadership, and multi-tasking skills.
- Capable of making good independent decisions.
- Self-motivated.
- Ability to meet deadlines and work well under time constraints.
- Strong contributor in team environments.
- Must be able to work well with others.

Qualifications:

- At least 3 years of successful planning and implementation of events.
- Experience as Chair or core leader of gala-type events a must.

To apply:

Send a cover letter, resume, both a personal and professional recommendation, and salary requirements to employment@bridgingfreedom.org.