



POSITION: Operations and Events Coordinator
REPORTS TO: President
SUPERVISES: Volunteers, as needed
TYPE: Part-time position with potential growth

POSITION SUMMARY:

The Operations and Events Coordinator serves as the central hub of daily operations for Encore Center for Performing Arts (ECPA), ensuring efficient administrative support, strong community engagement, and seamless coordination of programs and events. This role is often the first point of contact for donors, community members and partners, requiring excellent communication, organization, and follow-through. The Operations and Events Coordinator plays a key role in working with volunteers and assisting with outreach and promotion efforts.

POSITION DUTIES AND RESPONSIBILITIES:

1. Monitor and process ECPA emails, phone calls and messages, bank business, and mail pick-up, and delivery. Provide excellent customer service, ensuring positive resolutions of all inquiries.
2. Coordinate logistics and volunteer participation for EPCA community projects and events, *Intimate Evening* performances, and other fundraising and advocacy events.
3. Recruit and manage community volunteers, deploying them to assist with event operations, customer service, and marketing activities.
4. Serve as primary database administrator, properly entering information, making small webpage changes, reporting on donor contributions, donor prospects, vendors, and volunteers, and processing gift acknowledgements using established templates.
5. Organize materials and logistics for board meetings.
6. Other duties as assigned.

QUALIFICATIONS

- Candidates should have experience in project management and/or event planning, office administration, and customer service

COMPETENCIES

Encore Center for Performing Arts www.encorepresents.org



- Proficient in Microsoft Office Suite
- Excellent communication and collaboration skills.
- Initiative-taking
- Ability to multi-task.
- Ability to work independently and as part of a small team.

OTHER DESIRABLE QUALITIES

- Experience working in nonprofit sector.
- Experience with CRM platforms
- Flexible and adaptable style
- Positive spirit and energy
- Well familiar with Elmhurst
- A good sense of humor

We welcome candidate inquiries and referrals. Please send your correspondence to President **(mgeorge@encorepresents.org)**. Candidates should send a cover letter and resume. Payrate is market competitive and offered commensurate with experience.

It is the policy of the Encore Center for Performing Arts to provide Equal Employment Opportunity to people in all aspects of employer/employee relations without discrimination because of race, color, religious creed, gender, sexual orientation, parental status, national origin, citizenship, ancestry, marital status, military discharge status, source of income, housing status, age or disability. This policy affects decisions regarding hiring, compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment.