

**Job Title: Special Events Associate**

**Department: Special Events**

**Reports to: Events Director, Maura Sartory**

**Company Overview:** Meals on Wheels of the Palm Beaches (MOWPB) is a non-profit dedicated to nourishing and enriching the lives of homebound seniors by providing fresh food daily with compassion and love. We execute two major events each year, “Pie It Forward” and the “More than a Meal Luncheon and Auction”. As a Special Events Associate, you will have the opportunity to gain hands-on experience in the exciting world of event management and learn about a meaningful, community-based non-profit organization.

**Job Description:** MOWPB seeks a motivated and organized Special Events Associate to join our team. The Special Events Associate is responsible for assisting with planning, coordinating, and executing various special events. This includes creating and distributing promotional materials, coordinating logistics between donors, vendors, and sponsors, managing database files, and producing social media content. This person will work closely with an established and experienced professional and volunteers to help support the mission.

## **Key Responsibilities**

### **Event Planning Support**

- Research and recommend event venues, vendors, and suppliers.
- Manage RSVPs and maintain accurate guest lists.
- Follow up with sponsors and donors to confirm participation and ensure fulfillment of benefits.
- Coordinate logistics among venues, vendors, sponsors, and internal stakeholders.
- Attend planning meetings, walkthroughs, and pre-event receptions as needed.
- Maintain and update donor and event records within the organization’s database.
- Prepare reports related to event performance, attendance, sponsorships, and revenue.

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### **Event Logistics & Execution**

- Collaborate with the Director to develop detailed event timelines, documents, and logistics plans.
- Support event setup, breakdown, and equipment coordination.
- Oversee event registration, check-in, and guest services to ensure a positive attendee experience.
- Ensure all event materials, signage, supplies, and collateral are prepared and organized in advance.
- Manage event inventory and coordinate equipment needs.
- Recruit, coordinate, and supervise event volunteers.
- Perform other duties as assigned to support successful event execution.

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## Marketing & Promotion

- Assist in developing event promotional materials, messaging, and content.
  - Create and schedule engaging social media content to promote events and organizational initiatives.
  - Update and maintain website content related to events.
  - Support outreach efforts and distribution of marketing collateral to partners and the community.
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## Qualifications

- Minimum of 2 years of experience in nonprofit, fundraising, sales, marketing, or related fields preferred.
  - Bachelor's degree completed or in progress in Communications, Event Management, Marketing, or a related field.
  - Strong organizational skills with the ability to manage multiple projects and deadlines.
  - Excellent written and verbal communication skills.
  - Proficiency in Microsoft Office Suite and database management systems.
  - Experience managing social media platforms and digital content.
  - Ability to work independently while contributing effectively within a team environment.
  - Flexible schedule, including evenings and weekends as required for events.
  - Detail-oriented with strong problem-solving skills and a proactive mindset.
  - Previous event planning experience preferred but not required.
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## Benefits

- Competitive salary \$45,000 - \$48,000 based on experience
- Employer contribution toward medical insurance
- Dental, vision, and supplemental insurance options available
- Opportunity for professional growth within a small and mission-driven organization
- Flexible schedule

**Application Instructions:** To apply for the Special Events Associate position, please submit your resume and a cover letter detailing your interest in event management and relevant experience. [pcalzadilla@mowpb.org](mailto:pcalzadilla@mowpb.org)

Background Check required

Meals on Wheels of the Palm Beaches is an equal-opportunity employer.