



Events Specialist

Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization providing weekend food to over 12,000 students at 280 schools in 8 counties across West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to work together to eliminate child weekend hunger in their communities.

Job Purpose

The Events Specialist will coordinate and execute a wide range of events for Hand2Hand, including fundraisers, volunteer appreciation events, community outreach, and training workshops. This role ensures that all events reflect Hand2Hand's core values of Prayer-Focused, Wise Stewardship, Relational Partnerships, and Servant Leadership while effectively managing logistics, vendor relationships, budgets, and team coordination. The Events Specialist will work closely with the event director to bring their vision to life, ensuring seamless execution and positive experiences for all attendees and stakeholders.

Job Responsibilities

- Represent Hand2Hand well by demonstrating the four core values daily. (Prayer-Focused, Wise Stewardship, Relational Partnerships, and Servant Leadership)
- Coordinate various events, including fundraisers, community outreach events, volunteer appreciation events, training workshops, and all other events for the Hand2Hand organization.
- Partner with the Director responsible for events to implement their vision.
- Secure event venues and manage vendor relationships, including catering, AV/tech services, entertainment, transportation, and rental companies.
- Coordinate all event logistics such as registration/RSVPs, guest lists, seating arrangements, and attendance.
- Serve as the main point of contact during events, including detailed timelines, production plans, setup, execution, and tear down, ensuring all aspects of the event are executed as planned. Troubleshoot any issues that arise during the event and provide quick resolutions.
- Manage guest relations, ensuring a positive experience for attendees, sponsors, and other stakeholders.
- Manage event budgets and track expenses, ensuring cost-effective execution while maintaining high-quality standards.
- Coordinate staff and volunteers to support event activities, ensuring they are well-prepared and briefed on their roles.
- Collaborate with the marketing and communications team to create promotional materials, social media content, and event invitations.
- Assist in creating post-event surveys and gathering feedback to measure the success of events.
- Partner with the marketing team to maintain Hand2Hand apparel items and online Merch shop.

Qualifications

- A bachelor's degree in event management, communications, marketing, or a related field is preferred.
- 2+ years of proven experience in event planning and execution, preferably in a nonprofit or ministry context.
- Willingness to work evenings and weekends as needed, and adapt to changing circumstances or event requirements.
- Ability to think critically and resolve issues that may arise during event planning and execution.
- The Events Specialist must be able to handle physical aspects of the event setup, such as lifting and moving supplies.
- Excellent verbal and written communication skills, with the ability to engage and inspire diverse audiences.
- Excellent computer skills, including being proficient in Microsoft Office Suite (especially Excel & Word), and Google G-Suite.
- Ability to work effectively with staff, volunteers, and community partners to ensure successful event outcomes.
- Experience in leading volunteer teams and coordinating with various stakeholders.
- Understanding of budgeting and financial management for events, including tracking expenses and revenue.
- A strong commitment to the values and mission of Hand2Hand, with the ability to incorporate faith into event themes and activities.