



As a collaborative of congregations united in action, we create homes and advance equitable housing.

Events and Communications Assistant

The Organization

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are an experienced housing organization that operates supportive and affordable homes, develops affordable and supportive housing, and organizes to impact housing policy. Our focus is on households who make less than \$30,000 a year and those who are experiencing homelessness. The nearly 100 congregations who make up our collaborative are putting their faiths into action through leadership, advocacy, organizing, and service.

At Beacon we believe that systemic racism causes housing inequities. As a learning organization we are interested in adding individuals who hold high levels of cultural competency and who are willing to learn and work with others to deepen our capacity to address bias and racial inequities. Visit our website for more information about our strategies, programs and how our values of risk taking, race equity and inclusive decision making supports our learning and continued evolution.

The Beacon office is located on University Ave & Highway 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out www.beaconinterfaith.org.

The Position

The Events and Communications Assistant is responsible for coordinating, supporting, and executing virtual and in person events to advance the mission of Beacon Interfaith Housing Collaborative. This staff member is accountable for upholding Beacon messaging, communications, brand standards and commitment to diversity, equity and inclusion in all organizational events and communications. As a supportive role within the Communications Team, this position will assist with some creation, editing and deployment of organizational communications.

This is a temporary, part-time position (30 hours per week) through September 30, 2024. This is a non-bargaining-unit (non-union) position. The hourly rate for this position is \$31.19 per hour. This position will start immediately as soon as a qualified candidate is secured.

**www.beaconinterfaith.org/careers
@BelieveInHome**

DUTIES AND RESPONSIBILITIES:

Event Coordination (40%):

- Create and uphold best practices and event standards that help Beacon as we strive to host inclusive, accessible events that enable all individuals to engage fully.
- Manage event submission process including scheduling events on the Events & Communication calendar, posting events to the Beacon website, and creating registration forms in the database.
- Consult with event staff lead to execute on their event theme, program, goals, and atmosphere.
- Collaborate with members of the Communications team on event promotion through established and emerging channels, including email and social media.
- Communicate events schedule and metrics across Beacon departments.
- Manage and maintain all event process standard operating procedures and training.

Event Logistics (40%):

- Manage event-related tasks, including venue selection and contract review, catering, set-up, purchasing, materials, technology needs, and cancellations as-necessary.
- Manage vendor relationships, aligned with Beacon's goals related to race equity.
- Manage planning to budget, in consultation with staff lead.
- Ensure onsite coordination and logistics are anticipated, articulated, and covered.
- Organize and lead volunteers as necessary.

Communications Assistance (10%)

- Copy-edit communications for consistency and accuracy
- Assist with content creation
- Assist with communication distribution

Data Operations Collaboration (10%):

- Collaborate with Data Operations team to determine, gather, and record effective qualitative and quantitative data for events.
- Track data learnings to improve event process, planning, implementation, and follow-up. Share learnings with and make recommendations to relevant staff and departments.

All Employees Are Expected To:

- Develop and maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

Qualifications

- One year of event coordination or related experience preferred.
- Experience using a donor or customer database preferred.
- Experience working in deadline driven environments.
- knowledge and comfort with technology and software including Zoom, Windows, Word, Excel, and PowerPoint.

Knowledge, Skills & Abilities

- Ability to move multiple timelines forward simultaneously, finding ways to create efficiencies across events.
- Ability to work well in a team environment, take direction, and work independently, collegially, and collaboratively with a variety of groups to achieve goals.
- Ability to meet or exceed deadlines while managing multiple priorities.
- Strong organizational, project, and time management skills, ability to self-direct time spent and communicate needs about pace of work.
- Ability to lift and carry supplies for event set-up.
- Availability to work in person for public events, and some tasks and meetings, including occasional nights and weekends.
- Access to reliable transportation to event locations throughout the Twin Cities metro area. Mileage is reimbursable.
- Commitment to integrating Beacon's values of race equity, diversity, equity and inclusion and best practices into all aspects of professional work.

If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at www.beaconinterfaith.org. Please submit a resume with cover letter to HR@beaconinterfaith.org.

Beacon has voluntarily recognized a union for employees, and a collective bargaining agreement is in place.

Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that "All people have a home". Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.