



Michigan Ability Partners is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups.

Job Description

Title: Outreach and Events Coordinator

General Summary:

The Outreach and Events Coordinator reports to the Development Director. This position is responsible for executing Development tasks, including fundraising and community and organizational event coordination.

Responsibilities:

- Assist the Development Director in organizing fundraising events
- Assist the Development Director to develop and maintain effective marketing and communication strategies
- Manage website maintenance and updates
- Manage MAP's social media pages
- Identify and attend community events on MAP's behalf
- Help spread awareness of MAP and MAP services to the public
- Work with government and non-government agencies to provide support for MAP clients
- Create flyers, event information packets, and organization brochures
- Design marketing materials
- Work with other departments to convey their messaging and help secure new equipment, supplies, and clientele
- Maintain a positive relationship with MAP's Board of Directors
- Demonstrate professional conduct at all times
- Other duties as assigned

Qualifications:

- Experience in event organization, preferably in a large-scale setting
- Experience with social media, including Facebook, Instagram, LinkedIn, and YouTube
- Successful networking experience
- Strong interpersonal and writing skills
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Familiarity with barriers faced by people who have disabilities
- Ability to exercise discretion when handling client information
- Passion to further MAP's mission

Part-time position, 15-20 hours per week. Salary range: \$17- \$19 per hour.