



Special Events Assistant – Part Time Development Department

Job Title: Special Events Assistant – Part Time
Department: Development
Reports to: Development Officer, Signature Events & Development Manager
FLSA Status: Part Time, Non-Exempt
Hourly Rate: \$18.50

About Miracles for Kids:

Miracles for Kids is a 501(c)(3) nonprofit organization serving families with critically-ill children receiving treatment at one of four hospitals: CHOC Children's in Orange, Children's Hospital Los Angeles, Mattel Children's Hospital UCLA, and Benioff Children's Hospital in the Bay Area. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Irvine, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

Job Overview:

The part time Special Events Assistant is responsible for providing support to the Signature Events Development Officer and the Development Department. The Special Events Assistant must be highly-organized, hardworking, detail-oriented, and willing to roll up their sleeves to support a dynamic and creative team. To be successful, the Special Events Assistant must be eager to learn about non-profit fundraising/project management, be an expert at deadline management, excel at multi-tasking and taking initiative to streamline and own projects from start to finish. Excellent communication skills and the ability to leverage volunteers, interns and temporary staff is a must.

Job Duties:

- **Event Support** – Help plan and execute Miracles for Kids Signature Events.
- **Data Entry and Reporting** – Knowledge of Greater Giving, Blackbaud, Raiser's Edge and ResearchPoint a plus. Inputting, updating, and tracking new and existing donors.
- **Volunteer Coordination** – Assist with outreach to secure volunteers and support events through coordinating volunteer roles on site.
- **Administrative Support** – Assist with tracking sponsorships, gifts, acknowledgements, and donor information in Blackbaud along with supporting the Development team with other tasks that arise.

This Job Is for You If You:

- Are organized, hardworking, meticulous, and willing to roll up your sleeves
- Are a deadline-driven, self-starter with an analytical mindset and problem-solving ability
- Have experience in event planning, content creation, administrative duties, donor tracking, as well as proficiency in utilizing outlook
- Possess the ability to collaborate with others while also being able to provide support to the Development Department
- Can communicate effectively with your co-workers, external donors, and volunteers
- Are proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Have a technical orientation to project slides and play videos on a wide range of platforms
- Have a familiarity with developing and maintaining donor tracking systems
- Have an interest in community outreach and development

- Are seeking a position that provides professional growth while also giving back to an underserved segment of our community in great need

Work Environment:

Part-time at the Miracles for Kids office in Irvine, CA. Throughout the year, your schedule will include various evening and weekend events/programs. As an organization that is focused on the well-being of those we serve, we are equally concerned about the well-being of our staff. We endeavor to maintain a rewarding and supportive environment where employees can thrive.

Interested? Apply Today!

- Please email your cover letter and resume to info@miraclesforkids.org.
- In your cover letter please explain why this position appeals to you and indicate your hourly wage expectations.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.