



the honeycomb project

VOLUNTEERING RUNS IN THE FAMILY

EVENT MANAGER JOB DESCRIPTION

We are seeking freelance **EVENT MANAGERS** to join our enthusiastic team of do-gooders to lead Honeycomb's signature volunteer projects for families.

ABOUT US

The Honeycomb Project is a leading nonprofit organization in Chicago with a focus on family volunteering. Like a honeycomb, we bring nonprofits, families and resources together to build stronger communities in Chicago. This year, thousands of volunteers will join Honeycomb to prepare meals at local shelters, build nature trails, clean city beaches, distribute food to Chicago's hungry, plant community gardens and more. Since our founding in 2011, nearly 10,000 youth and families have participated in Honeycomb programs.

RESPONSIBILITIES

- Lead Honeycomb's multi-generational volunteer projects. Events typically occur on Saturdays and Sundays in the morning or afternoon (4-5 hours per event).
- Deliver exceptional events - ensuring a satisfying experience for volunteer families and partner organizations alike.
- Effectively motivate and manage a team of adult volunteers, support staff and volunteer families.
- Oversee and manage all day-of event logistics including set-up, break down and pick-up/delivery of supplies and donations.

DESIRED SKILLS AND COMPETENCIES

Directing Others. You are good at planning ahead, establishing clear directions and delegating effectively. You bring out the best in people and are a clear communicator.

Action Oriented. You enjoy working hard and are full of energy for the things that you see as challenging. You are a quick learner and adaptable to new situations.

Composure. You are cool under pressure and dependable during tough times. You handle stressful situations with composure.

Interpersonal Savvy. You relate well to all kinds of people, including children and adults. You easily facilitate a sense of camaraderie and community within groups.

Decision Quality – You make good decisions based upon a mixture of analysis, wisdom, experience and judgment.

Commitment – You demonstrate an understanding and commitment to the mission, goals and values of The Honeycomb Project through all interactions.

www.thehoneycombproject.org



REQUIREMENTS

- Four-year college degree preferred
- Must be willing to work a minimum of 1-2 projects/month (Saturdays or Sundays)
- Event management/program management or teaching experience required
- Experience working with children or families preferred
- Enjoy hands-on projects such as gardening, cooking and crafting
- Must have reliable transportation
- Background check required

COMPENSATION

Event Manager- \$75/event; 4-5 hour commitment

Manager-in-Training - \$55/event

To apply, please email your resume with brief introduction telling us more about you and why you want to work with Honeycomb. Include "**EVENT MANAGER POSITION**" in the subject line in your email to Kristina Lowenstein at jobs@thehoneycombproject.org.

