

JOB TITLE: Events and Programs Coordinator
START DATE: July 6, 2020
REPORTS TO: Director of Events and Membership

San Diego Housing Federation (SDHF) seeks an Events and Education Programs Coordinator. Qualified candidates will be hardworking, extremely organized, and self-motivated individual who possess excellent oral and written communication skills, enjoys working in a team setting, and demonstrates a deep commitment and passion for helping create homes that are affordable to all.

QUALIFICATIONS

- Bachelor's degree preferred
- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint). Confident communication skills (written, verbal and interpersonal)
- Ability to think proactively and be calm in sometimes hectic situations
- Creativity and ability to work on own initiative and meet deadlines
- Excellent team player
- A pro-active and can-do attitude, even when working under pressure
- Experience in assisting with the planning and organization of events
- Excellent organizational, writing, and editing skills
- Flexibility and initiative to complete tasks with varied amounts of direction from staff
- Ability to use various databases and online search tools to conduct research independently
- Ability to work a flexible schedule (some evenings may be required)
- Experience with website management (Squarespace) and web meeting platforms (Zoom, GoToMeeting, GoToWebinar) preferred

DUTIES AND RESPONSIBILITIES

Programs and Events

- Serve as staff liaison and assist in the coordination of Resident Services Support Network (RSSN) activities, including staff support to the RSSN advisory committee, made up of experienced social workers and program managers from throughout the region
- Assist in producing a series of monthly RSSN trainings for front line staff
- Assist in producing the one-day RSSN Institute, presented as part of the SDHF Annual Affordable Housing and Community Development Conference
- Support the outreach, marketing, and logistics for the monthly Educational Roundtables presented by the SDHF
- Serve as staff liaison and assist in coordination of Supportive Housing Learning Network (SHLN) activities, including staff support for the SHLN advisory committee, made up of front line property management staff
- Assist in producing a series of monthly SHLN trainings for property management staff
- Assist in producing the one-day SHLN Institute, presented as part of the SDHF Annual Affordable Housing and Community Development Conference
- Assist in coordination of misc. events, such as SDRAFFH Conference, Ruby Awards, and Summer Member Mixers
- Support educational program development by monitoring and tracking specific issues and providing research
- Assisting with development of event program and inviting/coordinating with speakers, panelists, etc.
- Assist in the preparation of the annual events and member services budget in conjunction with the Director of Events and Membership and assist bookkeeper with post-event tracking

Membership

- Maintain and augment membership service activities and offerings, such as the annual membership directory
- Assist Director of Events and Membership to prepare, track, and follow up on membership renewals and other member mailings/communications
- Augment and support the Director of Events and Membership's fundraising activities, including membership and sponsor care, retention, and recruitment

Admin

- Utilize web meeting services such as GoToMeeting, Zoom, GoToWebinar, and more to conduct duties
- Prepare content for SDHF's monthly newsletter for the RSSN, SHLN, and Roundtable programs
- Gather resident stories from SDHF members for placement in SDHF's monthly newsletter
- Update and maintain SDHF website pages for specified programs
- Prepare weekly news clips from local, state and national media on topics of interest to the organization
- Assist in administrative support duties related to events and programs
- Research local meeting spaces, gather details and organize the information into a simple database
- Assist in updating records such as event attendees, registration payments, and memberships
- Create physical files needed for fundraising records
- Perform other duties, as assigned

SALARY, BENEFITS AND TERMS

Salary: \$30,000-\$35,000

Schedule: Full Time position

Benefits: Paid health and dental insurance, vacation and sick leave

Start Date: July 6, 2020

Location: 3939 Iowa Street, Suite 1, San Diego, CA 92101 and virtual as needed

EQUAL OPPORTUNITY EMPLOYER

The San Diego Housing Federation is committed to diversity in the workplace and is an equal opportunity employer. All candidates with appropriate qualifications are encouraged to apply.

ORGANIZATION DESCRIPTION

[The San Diego Housing Federation](#) (SDHF) is the oldest and most credible regional voice for affordable housing in San Diego region. Formed in 1990, SDHF is the only association of affordable housing developers and advocates working in San Diego's 18 cities and the unincorporated area. Through its staff and volunteers, SDHF has been the leader for over two-and-a-half decades in efforts to build and sustain vital affordable housing programs in the San Diego region. As a result of our work, thousands of affordable homes have been constructed or preserved in the San Diego region.

The Federation plays a distinct and vital role in the region by being the leading voice for the San Diego affordable housing sector and the people it serves. The focus of SDHF's work is to increase the capacity of our members to provide much-needed housing and services to low-income San Diegans. We do this by providing education and timely information to our members, as well as maintaining a deep involvement in state and local public policy decision-making.

As an extension of our work, SDHF has also become the leading voice in the region for low-income people in need of affordable homes. Our efforts have positioned us as the only organization working to create and expand the resources dedicated to providing housing opportunities for lower income San Diegans, those who are most severely impacted by high housing costs. The San Diego Housing Federation works to increase the variety and supply of safe, stable, accessible, and permanently affordable places to live.

TO APPLY

Please send your resume and cover letter to Sarah Buchanan, Director of Events and Membership:

Sarah@housingsandiego.org.