

Touch-A-Truck Event Coordinator Job Description

Description

Coastal Kids Home Care seeks a dynamic, self-starter to assist in the planning of Coastal Kids' signature event, Touch-A-Truck. Coastal Kids Home Care is California's *only* nonprofit home health care agency for kids with cancer and other serious illness. If you have an interest in nursing, social work, therapy, or simply making a difference in the world, this is the place for you. The Coastal Kids Home Care **Touch-A-Truck Event Coordinator** is a great opportunity to gain experience in event planning, outreach, communications, fundraising, marketing and public relations.

About the Event: Touch-A-Truck is a fall tradition and the signature fundraiser for Coastal Kids Home Care. The event includes vehicles, food trucks, music and more. Children and adults can clamber into a fire engine, explore a bulldozer and climb behind the wheel of a big rig. They can learn about CPR, build a toy vehicle, enjoy carnival games all while enjoying tasty treats. The event has grown from a small grassroots effort to an eagerly anticipated community event attracting over 1,000 kids and kids at heart. All proceeds from Touch-A-Truck benefit Coastal Kids Home Care.

Qualifications

- Must be computer literate in programs including but not limited to: Google Drive, Microsoft, Email, etc.
- Possess excellent written and oral communication and interpersonal skills
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Understanding of the basic principles of event planning/public relations and/or marketing
- Previous internship or related experience in event planning/marketing/communications a plus

Responsibilities

- Reach out to past sponsors, vehicle donors, and food/drink vendors and encourage them to sponsor/be apart of the event again
- Solicit new sponsors and vehicle donors
- Work with City of Salinas to secure event permit
- Recruit volunteers for day-of event
- Reach out to local school districts to promote event and volunteer opportunities through flyers/e-flyers
- Keep detailed notes of progress, work within a budget

Start Date: *ASAP*

Hours: Flexible, 15-20 hours/week, with a monthly Touch-A-Truck Committee meeting.

Compensation: \$20-\$25 an hour. With a good impression, strong work ethic, proactive initiative, and a willingness to learn & improve, this position may turn into a full time/part time job.

To Apply: Please send cover letter, resume and writing sample to Cassie Jimenez at cwaggy@coastalkidshomecare.org