Position: Coordinator, Programs & Events
Reports to: Vice President, Programs & Events
Location: Gardena, CA

Who We Are/What We Do
Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation’s largest not-for-profit organization supporting Hispanic American higher education, HSF has awarded over $500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net

Responsibilities
The Coordinator, Programs & Events is responsible for assisting in the successful planning and execution of Hispanic Scholarship Fund programs, events, and fundraising galas. The Coordinator will assist with the planning and implementation of various events and programs, including outreach, promotion, and communication with volunteers, vendors and sponsors. The coordinator will report to and work directly with the Vice President, Programs & Events.

Essential Duties and Responsibilities include the following:

Before Programs and Events
- Conduct research and outreach for venues and program attendance
- Assist with securing event space, catering, equipment and rental quotes
- Serve as volunteer liaison
- Assist in preparing and packaging materials for programs and events including flyers, hand-outs, and signage
- Prepare registration lists (tracking via database and generating reports), nametags, seating cards, gift bags, etc.
- Coordinate with marketing and communications team to promote the programs and events through HSF website, newsletter, social media, and other communications tactics

At Programs and Events
- Set-up on-site volunteer and event registration
- Assist with managing on-site set-up (signage, event materials, tables and chairs) and breakdown for events
- Provide support to event participants, as needed
- Serve as staff at HSF events, as needed, and provide oversight of other staff, interns and volunteers
Ongoing

- Maintain and coordinate event timelines and calendar
- Track, manage and report event budgets and expenditures
- Provide periodic progress reports to staff directors for each event project
- Perform all other duties as requested

Qualifications

- Bachelor’s degree from an accredited university
- Experience in event planning, public relations, and administration, preferred.
- Effective verbal and written communication, interpersonal, and presentation skills
- Experience building a local network and skilled at developing personal connections
- Computer skills required (software such as QuickBooks, MS Word, Excel, Outlook, PowerPoint, Adobe Acrobat)
- Excellent organization skills and experience with project and event management
- Some Spanish language skills preferred

Critical Attributes

- Must be detail-oriented, resourceful and highly organized.
- Must be task-oriented and self-starter.
- Must be able to work in a fast-paced, professional working environment.
- Demonstrated ability to work in a team
- Strong ability to manage multiple simultaneous projects and work assignments with grace under pressure
- Ability to interact with variety of audiences, from college students to senior professionals
- Willingness to travel up to 25%, work some evenings and weekends when necessary

Other Criteria

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job; this position requires:

- Constant sitting or standing,
- Some walking around
- Occasionally lifting no more than 30 lbs.

To Apply: email resume and cover letter to employment@hsf.net

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