



Mosaic Counseling

Where you are seen, heard, valued, and connected

Job Description:	Events and Marketing Coordinator
Reports To:	Executive Director
Compensation:	\$19 to \$22 per hour
Hours:	30 - 40 Hours per week
Location:	Grand Haven, MI office location; serving Kent and Ottawa counties.

Mosaic Counseling is a nonprofit agency that has provided vital mental health services to the community since 1978. ***Mosaic Counseling serves the mental health needs of a community through accessible, affordable, professional counseling, by connecting individuals to personalized support in their time of need.***

Mosaic Counseling is continuously growing, and the work environment is fast paced. Candidates need the ability and desire to navigate and thrive in such an environment. There are a variety of daily tasks, but the main focus of this position is to manage Mosaic's fundraising events and marketing materials.

The ideal candidate will, primarily, believe in and be passionate about the mission of Mosaic Counseling. This passion is imperative to successfully advocate for the essential mental health services that Mosaic provides.

We would like to hear from you if you:

- are passionate about the mission of Mosaic.
- can contribute to a positive work culture.
- conduct yourself in a positive and collaborative manner.
- are driven and goals oriented (measurable).
- are an initiative-taker and strive to be creative and think outside the box.
- are able to multi-task on a variety of projects AND meet deadlines.
- are a relationship builder and always looking for opportunities to advance the mission of Mosaic.
- have a passion for leading people to individual and organizational success through their performance.
- pay attention to details and pride yourself on accuracy.
- have a proven ability to plan and follow through.
- are punctual to the office and meetings.
- work with an urgency that matches the growing need for the accessible and affordable mental health services that Mosaic Counseling provides.
- have integrity and the ability to maintain a high degree of trust and confidentiality.

Essential Duties and Responsibilities:

Event Coordination:

- Organize, plan, manage, and execute two to three major fundraisers per year.
- Plan for event details: invitations, decorations, seating charts, menu, and more.
- Research possible sites for events.
- Negotiate contracts with vendors, photographers, and more.
- Maintain relationships with vendors and venues.
- Be professional in all communications with donors, sponsors, and vendors.
- Keep costs within the allocated budget and prepare event-related financial reports.
- Assist with recruiting volunteers for fundraising committees.
- Organize and plan for set-up and clean-up crews, when necessary.
- Create new opportunities for small or third-party fundraising events.
- Other duties as requested by the Executive Director.

Marketing and Communications:

- Cultivate and promote positive relationships with members and partners in the community.
- Represent and attend select community events.
- Work closely with the Executive Director to strategize a networking and marketing plan.
- Increase visibility of the services provided by Mosaic.
- Design and prepare table settings and materials for community events at which Mosaic is represented (e.g., volunteer fairs, career fairs).
- Create marketing and messaging materials: pamphlets, brochures, cards, presentations, radio ads, and more.
- Design, order and manage inventory of Mosaic merchandise.
- Collaborate with leadership to create design elements of communication materials to maintain brand identity.
- Collaborate with the person creating social media posts and post various events when appropriate.
- Work with the Executive Director to produce a bimonthly newsletter.
- Maintain an organized library of Mosaic event photos.

Qualifications:

- Associate or Bachelor's degree in marketing or related field.
- Three years' experience in a similar role.
- Proficient in Office 365
- Proficient in Canva
- Strong organizational skills and focus.
- Strong attention to detail.
- Outstanding verbal and written communication skills.
- Ability to work independently and manage multiple projects and deadlines.
- Familiarity with nonprofits.

Physical Demands and Work Environment

This position is a 30-40 hourly position at Mosaic's main office in Grand Haven, MI. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

- Ability to work in an office environment requiring standing, sitting, keyboarding and movement around the facility.
- Ability to travel and attend off-site meetings and events.

Mosaic Counseling is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.