HELPING CAPTIVES
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Organizational Background:
Helping Captives forges pathways from captivity to freedom with survivors of sex trafficking. We work with our partners to help prevent trafficking before it starts through education and training, to intervene when trafficking occurs, and to help individuals heal from the impact of trafficking through our recovery services. Helping Captives empowers people to fight trafficking and help survivors in our community, region, and nationwide, by collaborating with like-minded organizations to connect survivors with ongoing services after stabilization.

SUMMARY OF POSITION

Job Title: Events Coordinator
Organization: Helping Captives
Location: Spokane, WA
Job Type: Full-time (36-40 hours per week)
Compensation: $22-$24 per hour
Status: Non-exempt
Reports to: Associate Director

Position Summary

The Events Coordinator plans, manages, and carries out all Helping Captives events, including fundraisers, awareness events, and church and community gatherings. This is a full-time role with full ownership of the events calendar. The Events Coordinator works directly with the Associate Director on event goals and budgets, and partners with staff across the organization so that every event runs well and reflects HC's mission.

Events Responsibilities

- Build and manage the annual events calendar, setting goals for each event with the Associate Director.
- Create and manage event budgets, track expenses and receipts, and submit expense and reimbursement requests per HC policy.
- Select venues and vendors, request quotes, and manage vendor relationships in line with HC's vendor authorization process.
- Create and maintain event timelines, checklists, and run-of-show documents.
- Lead event logistics, including venue setup and breakdown, supply ordering and inventory, catering, and audio and visual needs.
- Prepare event materials such as sign-in sheets, and registration and check-in tables. Work in collaboration with Graphic Design to create name tags, signage, and programs.
- Plan and carry out event promotion, working with the Graphic Design & Marketing on content, design, and messaging.
- Manage event registration, ticketing, and guest lists, and coordinate with the donor team to track attendees and gifts.

- Work with staff and department leads to plan event-day staffing, assign roles, and coordinate volunteer needs.
- Serve as the lead on-site contact during events and solve problems as they come up.
- Work with donor relations to identify and build relationships with event sponsors, churches, and community partners.
- Review each event afterward, including attendance, costs, and results, and report outcomes to the Associate Director.
- Keep event files, templates, and records organized in Google Drive and ClickUp.
- Take on other event-related tasks as assigned by the Associate Director.

Minimum Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree in event management, communications, or a related field preferred.
- At least two years of experience planning and managing events, preferably in a nonprofit, church, or fundraising setting.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines at once.
- Comfortable owning projects from start to finish and making day-to-day decisions independently.
- Experience building and managing event budgets and working with vendors.
- Strong interpersonal and written communication skills.
- Reliable transportation and the availability to work evenings and weekends for scheduled events.
- Proficiency with Google Workspace or comparable office software, with the ability to learn ClickUp, Virtuous, and other HC systems.
- Ability to pass a background check and reference checks, consistent with Helping Captives' employment screening standards.

REQUIREMENTS

Preferred Characteristics:

- Outgoing, relational, and approachable personality.
- Strong networking and relationship-building abilities.
- Self-motivated and dependable.
- Professional presence in public and community settings.
- Creative thinker with a passion for community impact and awareness-building.
- Flexible and adaptable in dynamic environments.

Equipment and Tools Used:

- Computers, copiers, printers, and phones
- Software: MS Word, Excel, PowerPoint, Outlook, Google Chrome, Virtuous

Faith-based Nonprofit:

Helping Captives is a 501(c)(3) charitable, nonprofit Christian organization and Christ-centered ministry dedicated to preventing human trafficking and supporting survivors through the love, hope, and transforming power of the Gospel of Jesus Christ.

As a religious organization, Helping Captives may, as permitted by applicable law, consider an applicant's religious beliefs and commitment to its Christian mission when making employment decisions. Each position within Helping Captives is considered an essential part of fulfilling the organization's religious mission and purpose.

Helping Captives is a faith-based, Christ-centered ministry. Because this position represents Helping Captives to donors, survivors, staff, volunteers, and the broader community, this person is expected to have a personal relationship with Jesus Christ and be in agreement with Helping Captives' Statement of Faith. This person must demonstrate genuine passion for and alignment with Helping Captives' mission to fight sex trafficking and restore survivors through the love and power of the Gospel.

This person must be willing to pray with donors, staff, survivors, and others as appropriate to the role and ministry setting. This person is also expected to uphold Helping Captives' mission, values, Statement of Faith, Code of Conduct, Employee Handbook, and organizational policies and to conduct themselves in a manner consistent with the Christian character and purpose of the ministry.

Helping Captives is committed to providing equal employment opportunities to qualified individuals and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, or any other characteristic protected by applicable law. Nothing in this statement is intended to limit any rights or exemptions available to Helping Captives as a qualifying religious organization under applicable federal or state law.

Summary of Benefits

- Hourly wage for this position is between $22-$24
- 10 days of Personal Time Off (PTO) per year
- Employee discount at Helping Captives Thrift Store