



Job Announcement

**Position: Development Assistant/Events Coordinator
(Full Time, Non-Exempt)**

Brief Description:

Assist Executive Leadership managing donor database, social media, planning and executing special fundraising events.

Qualifications:

- Previous experience with donor software and events planning
- Experience/knowledge of HIV or related field, including nonprofit sector
- Excellent interpersonal and communication skills
- High attention to detail
- Strong MS Office and social media platform knowledge
- Bilingual/Bicultural (Spanish) skills is preferred
- BI POC, TGI POC encouraged to apply

Hourly Rate/Benefits:

Varies with experience (\$22-\$26/hour)

Medical/Dental/Vision 100%



Email resume to: Jamie@beingalivela.org

Full job description available upon request