

Temporary Event Coordinator  
New York, NY (Hybrid) | Part-Time | May - October 2025

**Building Skills NY (BSNY)** is a nonprofit that helps underemployed New Yorkers build meaningful careers. We partner with developers, general contractors, subcontractors, and community-based organizations to offer no-cost skills training and place qualified candidates into good-paying jobs in construction and the skilled trades. Our mission is to prepare more local job seekers for construction careers while helping employers find a capable workforce.

We are seeking an organized and enthusiastic **Event Coordinator** to support the planning of our fall fundraiser on a **5-month, part-time contract**. This role reports to BSNY's Director of Communications & Grant Writing.

**What You'll Do:**

Administrative Support

- Track RSVPs via various channels (e.g., email, phone, online ticket sales) and maintain an up-to-date attendee list
- Correspond with confirmed sponsors and award recipients to confirm attendance and +1s
- Complete additional administrative tasks as needed, especially in the final days leading up to the fundraiser
- Provide in-person support on the day of the fundraiser, including help with setup and breakdown

Communications Support & Special Projects

- Draft and send invitations and network reminders via email marketing platform
- Draft acknowledgment letters to sponsors, individual donors, and raffle contributors
- Update event registration page with logos as new sponsors and award winners are confirmed
- Research potential raffle prizes and take-home items and conduct outreach (in-person and/or via phone/email as appropriate)
- Support the development of social media materials and pitches to local media

**What You Have:**

- Excellent communication, organization, and writing skills
- Competency in Excel & Google Sheets
- An ability to pick up new digital platforms quickly and an understanding of when to ask for help
- Experience with email marketing platforms (e.g., Constant Contact, Mailchimp) and graphic design platforms (e.g., Canva, Adobe InDesign) is a plus

**Compensation & Schedule**

This is a part-time, contract role slated for May - October 2025. The Coordinator will work 20 hrs/week May - August, with weekly hours decreasing in September and October. The pay range for this contract is \$7,500 - \$8,000 for the full term, to be issued in biweekly installments.

**Application Instructions**

Please send your resume and two writing samples to Taylor Smith at [tsmith@buildingskillsny.org](mailto:tsmith@buildingskillsny.org) with the subject line "Event Coordinator."