

1385 N 1200 W  
SALT LAKE CITY, UT 84116  
UNITED STATES

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GUADALUPEUTAH.ORG



## **POSITION OPEN UNTIL FILLED: Special Events & Volunteer Manager**

**Employer:** Guadalupe Center

**Department:** Development

**Location:** Guadalupe Center (1385 N 1200 W, Salt Lake City, UT 84116)

**Job Type:** Full Time, In-Person

**Pay Range:** Annual Salary, \$45,000 - \$55,000 DOE

Guadalupe Center seeks a full-time, in-person Special Events & Volunteer Manager dedicated to Transforming Lives Through Education. This position is a vital part of the Development Team and focuses on growing Guadalupe Center's volunteer program and ensuring the success of its special events.

This dynamic role involves organizing and executing all fundraising and donor community engagement events, as well as managing the school's volunteer program, wish lists, and donation collection drives. The position requires a Monday through Friday schedule, with occasional evenings and weekends.

### **RESPONSIBILITIES**

**Key duties included, but are not limited to the following:**

#### **Volunteer Responsibilities:**

- Coordinate and manage corporate and community volunteers for program activities, service weeks, special events, and donation drives.
- Collaborate with the Early Learning, Elementary Education, Out of School Time, and Adult Education teams to recruit and onboard individual and recurring volunteers through platforms such as VolunteerMatch and JustServe.
- Facilitate background checks for ongoing volunteers.
- Develop and implement a volunteer appreciation program in partnership with the Development Associate.
- Maintain accurate volunteer activity records and data entry in the organization's CRM.
- Collect and document impact stories and testimonials from volunteers in collaboration with the Marketing Team.
- Participate in and support the Guadalupe Center Family Engagement Committee.

#### **Donation Drives & Event Responsibilities:**

- Coordinate and manage off-site donation pickups.
- Oversee in-kind donation drives (e.g., coat & shoe drives, school supplies, uniforms, holiday gifts, holiday meal kits) with a focus on expanding community participation.
- Serve as the primary logistical contact for event vendors, venues, and entertainment partners.
- Secure necessary permits and licenses for events.

- Collaborate with the Development Team to conceptualize event themes and design event decor.
- Organize silent auction item solicitation, package assembly, and auction logistics.
- Manage special event budgets, expense tracking, vendor contracts, and other documentation.
- Oversee event-day logistics, including setup, breakdown, and vendor coordination.
- Research and secure speakers, performers, and emcees as needed.
- Provide administrative support to the Board Gala Committee.

## **QUALIFICATIONS**

### **An ideal candidate has:**

- Bachelor's degree in marketing, communications, public relations, or a related field; or 3+ years of relevant experience in lieu of a degree.
- 2+ years of experience in volunteer coordination and event management.
- Proficiency with Google Suite; familiarity with Adobe Creative Suite is a plus.
- Knowledge of project management principles, strategies, and tools.
- Familiarity with traditional and digital marketing techniques, including social media.
- Strong writing, communication, and presentation skills.
- Excellent organizational and project management skills with the ability to manage multiple priorities and meet deadlines.
- Demonstrated success in planning and executing events.
- Professional demeanor and interpersonal skills to represent Guadalupe Center at community and social events.
- Collaborative mindset, openness to feedback, and a commitment to learning and growth.

**Interested candidates should submit a resume and cover letter via email, with the subject line “Special Events & Volunteer Manager Application,” to Erik Roan, Director of Development, [erik.roan@quadutah.org](mailto:erik.roan@quadutah.org).**

### **About Guadalupe Center:**

We are proud to be Utah's pioneering community school dedicated to transforming lives through compassionate, multigenerational education. Our purpose is simple yet profound: partnering with Utah families to help them thrive through education. We accomplish this by cultivating a learning environment that engages children and adults alike—offering personalized academic programs, life skills learning, and essential wrap-around services, all under one roof. Guadalupe Center stands out in Utah through our deep-rooted commitment to Utah's diverse and resilient immigrant, refugee, and impoverished communities. We honor our students' rich heritage while nurturing their potential, fostering an inclusive atmosphere that recognizes and celebrates progress at every step. Through our Early Learning, Elementary Education, and Adult Education centers, we deliver culturally relevant, high-quality programs that empower entire families to build a brighter future.

*Guadalupe Center is an equal opportunity employer committed to creating an inclusive and supportive environment for all employees. We encourage candidates of all backgrounds and identities to apply.*