

The Northeastern Illinois Area Agency on Aging is accepting applications **through March 1, 2018** for the position of:

SPECIAL EVENTS/COMMUNICATIONS SPECIALIST

Northeastern Illinois Area Agency on Aging, a well-respected and well established non-profit Agency serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will is seeking an energetic, fun self-starter who can provide valued assistance to the Agency's Special Events Manager and Executive Director in the areas of special events and communication development. This includes administrative support in planning, promoting, developing and implementing Agency events and communication activities. The Agency on Aging currently has three main events- *The Holiday Meals on Wheels Celebrity Chefs' Brunch*, the *Senior Life Style EXPO*, and its *Annual Business Meeting*. Primary responsibilities include:

- Creation and development of the *Celebrity Chefs' Brunch* silent and live auction
- Maintenance of the resource databases-donor, exhibitor, vendor, volunteer, etc.
- Preparation of Agency outreach materials, i.e. composing quarterly newsletters, updating/posting to social media, soliciting potential business supporters and volunteers from the community
- Establish and carry-out procedures related to special events, which includes: guest, volunteer and vendor coordination (pre-event, on-site and post-event)
- Create and manage promotional materials and marketing materials, including: solicitation packets, brochures/flyers and other materials to publicize fundraising, outreach and special events
- Design and launch email marketing and social media campaigns
- Recommend, implement and maintain Agency website design and operations (www.ageguide.org) in collaboration with appropriate staff or consultants

The ideal candidate will have two plus years of experience in event planning, communications experience, marketing knowledge related to computer operations- especially word processing, excel, data base creation and design packages. Sensitivity to deal with volunteers, vendors, governing bodies and older persons is a must. A bachelor's degree is required.

This is a full-time position with excellent fringe benefits. Salary is commensurate with experience, beginning at \$40,000. The Agency on Aging is an equal opportunity employer.

To apply send cover letter and resume to
info@ageguide.org

Attention: Special Events Manager

Requested information must be submitted electronically by Thursday, March 1, 2018