



### **Job Description – Monterey Outreach and Event Coordinator**

The **Monterey Outreach and Event Coordinator** is a key member of the Development and Communications team at Jacob's Heart. He/She will be responsible for making purposeful connections in Monterey County and coordinating several large events.

#### **The person we're looking for:**

- Do you have a pulse on the Monterey community?
- Do you like bringing people together through events?
- Are you passionate about sharing the stories of our families with those in the Monterey area?
- Do you like a fast paced environment filled with creativity?
- Can you connect people to Jacob's Heart through meaningful giving?
- Do you have a great sense of humor and zest for life?

If you answered yes, then you may be just what Jacob's Heart needs, and Jacob's Heart might be the place for you!

#### **Who we are:**

Jacob's Heart Children's Cancer Support Services exists to improve the quality of life for children with cancer and support their families in the challenges they face. We provide family-centered care that addresses the emotional, practical and financial struggles for families of children and teens in treatment for cancer or other certain life-threatening conditions of a child. We envision a community where every child with a serious or life-threatening condition has a strong, supported and informed family able to fully participate in their care. We strive to inspire compassionate action within local communities to create a safety net of support for the unique needs of each child and family.

#### **What matters to us:**

- Every child going through a life-threatening condition needs a strong and supported family able to hold their hand and be part of the care-giving team.

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CHILDREN'S CANCER SUPPORT SERVICES



- When a child is diagnosed with cancer the entire family is in need of support regardless of socioeconomic status.
- Every child's life is precious, and each child's dignity must remain intact throughout treatment, during anticipatory grief and compassionately cared for at the end of life.
- The loss of a child is a unique and special sorrow, and families bereaved by the death of a child need ongoing care and support without limits to time.
- Because of these beliefs, we make every attempt to tailor our services to each family's unique needs.

For the past 21 years, Jacob's Heart has been a life-line of support to hundreds of children with cancer and thousands of their family members. We are a one-of-a-kind, grassroots organization serving families in Central California.

### **Jacob's Heart's Monterey Outreach and Event Coordinator will:**

Work with the Development and Communications team to raise awareness around Jacob's Heart and childhood cancer and coordinate 4 major events. Specifically:

- Attend relevant community events, chamber meetings, and outreach opportunities in Monterey County.
- Maintain relationships with community partners and cultivate new relationships.
- Assist in the sponsorships and partnerships of Jacob's Heart events as well as community and peer to peer fundraisers.
- Assist in creating a diversified annual fundraising plan that is in alignment with Jacob's Heart strategic plan.
- Assist in the cultivation, solicitation, and stewardship of individual donors, businesses, and foundations.
- Maintain accurate records and provide regular reports on outreach and events.
- Enhance Jacob's Heart's image by being active and visible in the Monterey community and by working closely with other professional, civic and private organizations.
- Organize three standing community events to honor and remember children affected by childhood cancer in Watsonville, Santana Row in San Jose, and Monterey.
- Implement a new fundraiser event in the Monterey County.

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## Key Attributes and Skills

- Ability to interface and engage diverse volunteer and donor groups
- Knowledge of Monterey County
- Ability to make connections in a crowd of people
- Strong public speaking ability
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

## Requirements

- Bicultural/bilingual strongly preferred
- A resident of Monterey County strongly preferred
- Bachelor's Degree or equivalent
- Strong work ethic and unwavering dedication to the well-being of children and families
- Ability to lift up to 50 pounds

**Job Type:** Contractor, part-time

## To Apply

To be considered, please email a resume and cover letter to [jobs@jacobsheart.org](mailto:jobs@jacobsheart.org). Please do not call our office to be considered for the position. To learn more about Jacob's Heart please visit [jacobsheart.org](http://jacobsheart.org)