



**OUT MetroWest Job Posting
Events and Operations Coordinator
Full-Time (35 hrs), Hybrid**

Contact: Mel Pace (they/she), Executive Director

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Website: www.outmetrowest.org

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Mission: OUT MetroWest builds communities where LGBTQ+ youth thrive.

Organizational Values:

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

Position Description

The full-time Events and Operations Coordinator will lead event coordination, and will conduct many of the processes that enable OUT MetroWest to achieve its mission by helping the organization to run smoothly, efficiently, and effectively; and to be responsive to vendors, employees, volunteers, and community partners.

Reporting to the Executive Director, this 35-hour/week professional will lead event coordination, manage the donor database, coordinate many of our regular financial processes, and fulfill operational functions in the areas of human resources and facilities.

- To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History – OUT MetroWest](#)
- To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice – OUT MetroWest](#)
- To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

Primary Responsibilities:

Event Coordination

- Collaborate with volunteer-led event committees to plan and host OUT MetroWest's major fundraising events; including Trivia, the Gay-la, and other events as determined by the team.
- Together with the OMW staff team and volunteers, coordinate the logistics of OMW's community events, including the OMW Birthday Party and Block Party.
- Schedule performers and vendors and manage vendor contracts for fundraising and community events. Forward vendor invoices to ED for payment.
- Manage event platforms for ticketing, donations, and information. We currently use Give Butter as our event platform.
- Manage online auction platform, and other potential event platforms.
- Lead event sponsorship communication, follow up with event sponsors, and seek opportunities for potential new corporate sponsorships.
- Coordinate event site visits with ED and additional staff and volunteers as needed.

General Operations

- Assist Executive Director with streamlining operational and financial processes.
- Process accounts payable and accounts receivable (paying vendors and sending invoices).
- Assist with online bill pay or paper checks for vendor and contractor payments.
- Assist with tracking of restricted grant expenditures and gathering of data for grant applications and reports.
- Keep monthly/annual folders to organize receipts/invoices, payroll reports, insurance policies, contracts, etc.
- Process required paperwork for new employees and volunteers and maintain current employee/volunteer records (including CORI and SORI checks).
- Submit bi-weekly timesheets to payroll administrator, enter direct deposit information, and maintain up-to-date records related to payroll
- Process incoming donations and other income in our donor database, Little Green Light (LGL).
- Coordinate regular syncing of LGL and QuickBooksOnline (QBO), our accounting software.
- Update as needed and oversee semi-annual clean-up of LGL records.
- With ED, reconcile monthly LGL reports (individual/corporate gifts, grants, training fees, etc.) with QBO reports.
- Ensure organizational insurance coverage, including annual renewal and audit(s), and file claims as required.
- Produce reports from LGL, QBO, and participant database as requested by team members.
- Assist with coordination of bulk mailings, including pulling bulk mail lists from LGL, organizing mailing lists, and mail-merging the lists for the printer.
- Work to advance OUT MetroWest's diversity, equity, and inclusion goals and initiatives.
- Participate in strategic planning and other organization-wide initiatives such as fundraising and community-building events.
- Other tasks as requested.

You are a good fit for the position if many of the following are true about you (we don't expect anyone to have ALL of these qualifications!):

- Detail-oriented with good organizational skills (REQUIRED)--you LOVE spreadsheets and organized data!
- Excited about streamlining organizational processes.
- Ability to multitask and set priorities; deadline-driven with proven ability to follow through
- Excellent communication skills and emotional maturity
- Ability to problem-solve
- Experience planning and coordinating community events.
- Experience implementing and updating procedures and policies
- Knowledge of and/or experience with basic bookkeeping functions
- Comfortable with both collaborative and independent work
- Experience handling confidential/sensitive information
- Experience with G Suite (Google) programs (docs, sheets, etc.), databases, QuickBooks On-line, donor management software (we use Little Green Light), event management platforms (we currently use Give Butter) AND/OR an ability and willingness to learn and navigate new software
- Competency in LGBTQ+ issues, with explicit understanding of gender identity and expression
- Demonstrated commitment to OUT MetroWest's value of challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work

- **Must have satisfactory SORI and MA State CORI background checks.**

Compensation:

This is a full-time, 35 hour per week job.

Salary: \$49,140 (equivalent of \$27 per hour, in line with OUT MetroWest Coordinator roles)

Additional benefits: Paid time off; including wellness, vacation, holidays, and a paid office closure the first week of July. Health care stipend and professional development stipend provided as well.

OUT MetroWest is currently working in a hybrid capacity. Many responsibilities of this position can be conducted remotely, and the Events & Operations Coordinator is expected to work in our office in Downtown Framingham 2-3 days each week. This position requires operating a computer and office equipment and *may* involve lifting and pushing up to 20 pounds (accommodations available).

Timeline (subject to change):

- The application will be open through February 14th, and interviews will begin the following week.
- A tentative start date for this position is March 17, 2025, which is subject to change based on the flow of the interview process and needs of applicants

To Apply:

Please complete the [application form at this link](#). Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- For applicants to either 1) upload a resume or list of relevant experiences OR 2) provide a LinkedIn profile url

OUT MetroWest is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of white supremacy.

Please contact Mel Pace (they/she), at mel.pace@outmetrowest.org with any questions.