

### Posting Information

**Position Title:** Events Coordinator

**Position Type:** Full-Time Employment

**Position Location:** Lehi, Utah

**Position Pay:** \$50,000-\$55,000

**Hiring Manager:** Karen Brown | [hr@saprea.org](mailto:hr@saprea.org) | 385-262-9253

### Organizational Purpose

We empower healing for individuals who were sexually abused as children or adolescents through retreats, support groups, and online resources.

We educate and engage parents and caregivers to protect children from sexual abuse through community and online resources.

We drive awareness to motivate individuals to take action against child sexual abuse.

### Qualifications

We are looking for an Event Coordinator to assist in all our event needs. They will produce events from conception through completion. These events include major and small conventions, philanthropy events, and corporate partner events held locally, nationally, and internationally.

#### *Educational/Professional Requirements*

- Bachelor's degree or equivalent work experience

#### *Experience Requirements*

- Three years of previous experience planning events
- Excellent organizational skill, both written and verbal
- Ability to problem solve initial event plans and adapt as plans change

### Responsibilities

- Help manage the production of all event materials
- Make sure major event milestones are hit
- Serve as a liaison between our corporate partners and Saprea
- Manage vendor relationships as they relate to events
- Manage event schedules
- Oversee staffing of events
- Stays calm under pressure as things adjust and go differently than planned
- Negotiates prices with vendors
- Keeps events on track across the organization

### Benefits

- Hybrid work schedule
- Flex Time
- 10 paid holidays
- Paid time off
- Parental leave
- Health insurance
- Health savings account
- Flexible spending account
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- 401(k) matching
- Professional development assistance
- Complimentary off-site health facility
- Employee assistance program
- 15-30 minutes dedicated each day for staff mental health