



Position

Manager of Events and Volunteers, Staying Put in New Canaan, Inc.

Staying Put is seeking a full-time employee to coordinate activities associated with the operation of the organization including events and volunteers.

Founded in 2008, Staying Put in New Canaan, Inc. is a member-based, volunteer-supported non-profit organization helping older New Canaan residents live confidently at home and stay engaged in the community by providing practical services and social connections.

Position is full-time, approximately 36 hours per week (half day Friday) in Staying Put's New Canaan office. With several annual after-hours/weekend work events for member and community activities.

Candidates must have exceptional communication, management and organizational skills. The position reports to the Executive Director.

Responsibilities

- Manage logistics of all events (for members, fundraising, recruiting, marketing, etc.): plan, work with venues and vendors, purchase goods, assign volunteer responsibilities, and execute all activities from start to finish
- Design, produce and distribute clear and professional communication (for members, volunteers, community organizations, supporters, etc.) including printed and digital event newsletters, announcements, social media content, and press releases
- Work collaboratively to produce events with nonprofit partners, as well as the Lapham Community Center
- Collaborate with community organizations and other sources to recruit volunteers
- Update Staying Put's website with events and volunteer needs
- Manage Assisted Rides: fill daily drives, coordinate driver recruitment and availability
- Manage all volunteers: interview, screen, provide assignments, solicit feedback and keep data current
- Coordinate volunteer appreciation and training

Qualifications

- Bachelor's Degree minimum
- A minimum of 3 years of professional experience
- Excellent inter-personal skills; a team player, good communicator and relationship-builder, with calm and patient demeanor and good judgment
- Excellence in time management, multi-tasking and organizational skills
- Strong computer skills and ability to learn and use new platforms
- Familiarity with New Canaan a plus

Compensation and Benefits

Salary range \$45,000 to \$50,000 plus generous paid time off, health benefits, and IRA match program.

To apply, please send resume and cover letter to info@stayingputnc.org