



Special Events Coordinator (Part-Time, Hybrid)

Location: Auburn Education Center, Auburn, WA
Schedule: 24 hours/week | Hybrid (2 days onsite per week or as needed)
Reports to: Director of Special Events
Status: Non-Exempt
Pay Range: \$23.00 - \$25.00 Hourly

Position Summary

The Special Events Coordinator plays a key role in planning and executing Junior Achievement of Washington (JAWA) fundraising events. This position is responsible for coordinating event strategies, securing participants, auction items, and in-kind contributions, and ensuring smooth event operations. Working closely with leadership and staff, the coordinator supports all aspects of event logistics, marketing, volunteer management, and data tracking to increase participation and revenue.

Key Responsibilities

- Organize and execute special fundraising events according to defined timelines to meet revenue goals.
- Identify and cultivate new funding leads while maintaining and growing existing donor relationships.
- Support fundraising goals through effective event planning and execution.
- Coordinate JA Education Center partner and ribbon-cutting celebrations.
- Develop event materials and promotional content to increase awareness of JAWA's mission.
- Manage event budgets, including income/expense tracking, invoicing, and adjustments.
- Ensure flawless execution of events, including day-of logistics and volunteer coordination.
- Other duties may be assigned.

Qualifications

- Minimum of 2 years of experience in special events, fundraising, development, or marketing.
- Strong organizational, interpersonal, and presentation skills.
- Detail-oriented with excellent communication abilities.
- Ability to work efficiently under pressure and meet deadlines.
- Experience with CRM systems required; familiarity with Blackbaud CRM, Greater Giving, QGiv / Bloomerang is a plus.
- Proficient in Microsoft Office Suite.
- Demonstrated ability to work independently and manage multiple priorities.
- Flexible schedule availability, including evenings and weekends as needed.
- Valid driver's license and proof of insurance.

Benefits

- Flexible work schedule
- Paid vacation, personal leave, holidays, and winter break
- Wellness leave, and Employee Assistance Program
- Retirement savings plan with company match
- Opportunities to volunteer in classrooms teaching JA programs

Physical Requirements

This role requires frequent sitting and walking, occasional reaching, bending, lifting (25–50 lbs.), and climbing. Must be able to communicate clearly and adjust focus visually. Reasonable accommodation will be made for individuals with disabilities.

About Junior Achievement of Washington (JAWA)

Junior Achievement of Washington is dedicated to inspiring and preparing young people to succeed in a global economy. Each year, JAWA reaches thousands of students through hands-on, relevant learning experiences that empower them to manage money, plan for their futures, explore entrepreneurship, and prepare for college or careers.

Our team is passionate about our mission, bridging business and education to support students from kindergarten through high school. We work closely with community leaders who generously contribute their time, resources, and expertise to help students thrive.

JAWA fosters a collaborative and inclusive work environment, offering team members the opportunity to make a meaningful impact on the lives of young people across Washington.

Our Commitment to Equity

Junior Achievement of Washington is deeply committed to social justice. We strive to educate in ways that dismantle inequality, racism, and oppression, while encouraging honest conversations in our communities. We believe the future we envision for our students must be built on a foundation of diversity, equity, and inclusion—and we are proud to be catalysts for change in all aspects of our work.

Junior Achievement of Washington is an Equal Opportunity Employer. JA of Washington does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. The position description in no way states or implies that these are the only duties to be performed by the employee. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship. www.washington.ja.org