



Event Coordinator

Event Coordinator 2025

About UNA

UNA is about building happy, healthy, resilient communities—communities that provide shelter, solace, joy, inspiration, nourishment for bodies and souls, and healing for our air, water, and land.

We accomplish this by unifying, elevating, and strengthening Utah's nonprofits. Our work includes advocating for these critical organizations and equipping them with the information, training, resources, and benefits that they need to advance their missions. We are a 501(c)(3) nonprofit charity with a diverse revenue model, an engaged and active board of directors, and a deep commitment to building extraordinary nonprofits.

Utah's nonprofit community is comprised of more than 11,000 nonprofits that employ over 124K people, earn more than \$19 billion in revenue each year, and have assets of \$38 billion.

Synopsis of Position

The Event Coordinator supports UNA, its mission, and the nonprofit community by completing essential daily administration and logistical tasks related to the organization's professional development programming, including the UNA Nonprofit Credential and ad-hoc training, and special events, including the UNA Annual Conference, Utah Nonprofit Film Festival, Utah Philanthropy Day, and Utah Giving Day.

Reporting and Supervision Structure: Reports to the Vice President of Nonprofit Engagement and Strategic Initiatives and Programming Director.

Become a member of a team dedicated to supporting Utah's nonprofit community and serving UNA's mission and vision: *To unify, strengthen, and elevate Utah's nonprofits, serving our vision of strong and vibrant communities for all of Utah.*

Responsibilities

- Support daily administration of UNA's main professional development programs and events including database and website updates, document creation, data entry and reporting, video sharing and archival, email and calendar coordination, and other tasks as required.
- Assist with all major event logistics including planning, timelines, venue coordinating, catering, vendor acquisition, permits, event registration, and any other necessary logistics.

- Manage event setup and publish events within UNA's Association Management System (AMS).
- Assist with event registration and attendee management and communication.
- Facilitate training sessions as needed.
- Support and communicate with training instructors for status updates and effective program implementation.
- Attend, coordinate, and troubleshoot day-of issues during events.
- Work with communications team to promote UNA programming and events through various channels.
- Collaborate with supervisors and UNA COO for event-related operational efficiencies.

Additional Responsibilities for all UNA staff

- Support UNA members and prospects by answering questions, maintaining data, supporting the planning and execution of UNA events, (including training, networking, and other events) and supporting the alignment of UNA programs and membership events
- Remain current with UNA policies and procedures
- Offer ideas for improvement in all operational areas
- Attend UNA events
- Attend and participate in UNA staff and strategy meetings
- Perform all work in a responsive manner consistent with UNA's mission, vision, and values
- Support the implementation of UNA's strategic plan
- Work with committees as designated by the UNA CEO
- Other duties as assigned

Qualifications

- Two or more years of related experience preferred
- UNA is a collaborative, productive, collegial team. The successful candidate must possess the skills necessary to thrive in a remote team, work independently, solve problems, and adapt to change
- Extremely detail-oriented with strong administrative and organizational skills
- Excellent communication skills, both written and interpersonal
- Technical affinity for database software and Microsoft 365 suite of programs. GrowthZone knowledge is a plus. Ability to learn new software quickly and comfortably
- Ability to multitask and work on tight deadlines
- Flexibility and quick decision-making in a fast-paced, changing environment
- Collaborative in nature and takes initiative to improve programs and processes
- Ability to travel to offsite events along the Wasatch Front

Hours

This is a full-time position which, for UNA, equals 32 hours per week, Monday through Thursday. Most of the work will be accomplished between the hours of 9:00 AM to 5:00 PM; UNA offers flextime. From time to time, this position will require you to attend after-hours, off-site UNA events with the understanding that we'll adjust your regular hours for that week.

Location

UNA works remotely and meets in person on occasion primarily in Salt Lake County. Other in-person activities include team meetings, special events, and member and community events along the Wasatch Front.

Salary and Benefits

Salary Range \$45,000-\$55,000 (DOE), non-exempt

Generous paid time off starting at three weeks per year (accrued), 13 paid holidays plus the week between Christmas and New Year's Day, sick leave, subsidized health-care plan with no in-network deductible costs for employee, 50% paid dental insurance for the employee, 3% matched retirement plan, flexible schedule, and a \$50 per month internet stipend.

Culture

UNA seeks to create a "work + love" culture. The organization demonstrates this culture in several ways. UNA

- Respects the capacity of the team and of individual staff members.
- Offers hours and benefits to support both personal growth and work-life balance.
- Fosters an environment that advances collaboration, partnership, respect, accountability, responsibility, and results.
- Includes, when possible, team ownership of policies and procedures.
- Builds learning opportunities into work.
- Celebrates the unique contributions, experiences, and perspectives that each person brings, recognizing that our collective strength lies in our differences.
- Fosters a deep sense of connection and community, cultivating an environment where everyone is seen and valued and able to thrive.

How to Apply

Complete the [application](#). We promise that we will respond to each and every applicant, so please do not email us about the status of your application. As noted, we are a small team and will respond to all applications.