



Education and Event Coordinator Job Description

LOV Inc.

LOV Inc. (Living Our Visions, Inclusively) is a small but rapidly growing nonprofit organization based in Madison, Wisconsin. Our mission is to unite people with developmental disabilities and their families to engage and build their best lives. Our staff is dedicated and focused on making an impact in the lives of people with disabilities. We seek a motivated, caring, and enthusiastic individual to coordinate and implement our education and events programming.

Overview

The Education and Event Coordinator is responsible for coordinating, executing, and facilitating a variety of social and learning-based events. The coordinator will partner with the LOV Inc. team and the communities we serve to develop events that meet the community's needs. This is a full-time position and will be supervised by the Executive Director. The work can be in-person or hybrid, based in our office in Madison. Travel for events within Wisconsin is expected approximately four times per year.

Qualifications

- Experience working with people with disabilities
- Experience coordinating/supporting events
- Approachable and friendly demeanor, ability to connect with people from diverse backgrounds
- Strong verbal and written communication skills
- Organized and self-directed, with the ability to collaborate with a variety of partners
- Capable problem solver with skills to prioritize multiple important tasks and coordinate timelines with other team members
- Experience, or ability to learn quickly, web, database management, project management, and e-newsletter tools
- Ability to transport, load, and unload event supplies, weighing up to 25 lbs.

Duties

- Coordinate and oversee planning and implementation of training and events under the guidance of the Executive Director, including booking locations, working with vendors, creating agendas, and other event logistical tasks.
- Collaborate as a member of the Admin Team with communication, scheduling, project coordination, as well as program development and evaluation
- Meet regularly with LOV Inc. Action Teams (committees) to coordinate educational and social events
- Coordinate staff and volunteers supporting events



- Maintain LOV Inc. CRM database for events, including event pages, descriptions, registration, and attendance
- Supervise Latino and Tribal Family Navigator Project staff and support project-specific programming and events
- Other duties as assigned

Working Conditions

- Full-time work hours
- Work can be in-person or hybrid
- Work schedule is flexible as long as responsibilities are fulfilled and deadlines are met
- Some evening and weekend events are expected
- Some travel is expected within the state of Wisconsin

Salary and Benefits

- Salary range is \$42,000-45,000, based on experience.
- Full-time employees have access to great benefits, including health, dental, and vision insurance, short-term disability, paid time off, 401(k), pet insurance, flex spending, and health savings account options.

Interested applicants should submit their resume and cover letter on our [application form](https://wkf.ms/3CXkrdH) (<https://wkf.ms/3CXkrdH>). Applications will be accepted until the position is filled. The position is anticipated to start in late March 2025.

LOV Inc. is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Employees of LOV Inc. work with individuals with a variety of disabilities from various backgrounds across race, social class, and language. This candidate will build rapport with individuals of color, individuals from low-income families, individuals who are culturally and linguistically diverse, and individuals who are LGBTQIA+ to ensure they live a self-determined and person-centered life.