



Job Title: Events and Marketing Coordinator

Reports to: Communications & Development Manager

Status: Full-time (40 hours weekly), hourly, regular, non-exempt.

Primary Work Location: Sustainable Connections office, 1701 Ellis St., Bellingham, WA

Physical attendance requirement (% of time on site): 75%, with occasional evening and weekend work

Compensation: 21.84 to 23.77 per hour, depending on qualifications. Additional benefits described below.

Application Deadline: January 7th, 2026

Anticipated Start Date: February 16th, 2026

About Us

Join Sustainable Connections (SC), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to advance a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

Summary

The Events and Marketing Coordinator collaborates with program managers and staff to coordinate and promote internal and external events. Key responsibilities include managing ticketing, communicating with vendors and venues, sourcing event materials, budgeting and tracking event costs, managing day-of event logistics, and promoting events and campaigns on social media.

Primary Responsibilities

Event Coordination

- Collaborate with program teams to create event goals, strategize event planning, and evaluate success through post-event reviews.
- Coordinate event logistics, including timelines, meetings, event supplies, and promotional materials with program staff.
- Adhere to event budgets and track costs.
- Work with vendors, businesses, and caterers to handle purchases, venue bookings, and food services.
- Recruit and manage event volunteers.
- Oversee event registration and ticketing via Givebutter, Salesforce, and the Sustainable Connections website.

- Lead and execute on-site event operations, including setup and breakdown, health and safety requirements, task delegation, registration, supporting speakers and contractors, troubleshooting, and post-event follow-up.
- Ensure compliance with necessary permits and licenses (e.g., liability insurance, health, liquor, food handler permits).
- Coordinate internal events including staff and board retreats, special staff meetings, staff events, and holiday parties.
- Coordinate, in collaboration with the Communications & Development Coordinator, to plan and execute fundraising events.

Event Marketing & Campaign Promotion:

- Support development and implementation of event marketing and promotion strategies in collaboration with program staff and the communications team.
 - Tasks include social media content creation, print material design, and event website development support.
- Draft and support creation of press releases to attract media coverage for events.
- Develop detailed webpages to support event or campaign promotion and registration.

Other related duties as needed. As an organizational support role, this position could transition over time and develop depending on strengths, interests, funding, and needs of the organization.

Required skills & qualifications

- At least 2 years of professional or lived experience in event coordination, marketing or related work.
- Strong organizational skills and attention to detail – ability to keep track of timelines, materials, and moving parts while supporting events from planning through follow-up.
- Clear and thoughtful communication skills – comfortable writing and speaking with a variety of audiences, including staff, volunteers, vendors, and community members. Ability to represent the organization in a welcoming and professional way.
- Experience in digital communications and marketing – this may include social media, basic graphic design, event marketing and promotion, or content creation.
- Collaborative and community-centered approach – enjoys working with others, contributing new ideas, and problem-solving as part of a team across programs, communications and fundraising.
- Confidence supporting day-of event operations – excitement to help with setup and breakdown, assist speakers and volunteers, support registrations and manage unexpected challenges during events.

Bonus points for...

- Experience using design tools such as Canva, Adobe Creative Suite or similar platforms.
- Interest or experience in creating or editing short videos for social media or promotion.
- Familiarity with website content management systems (such as WordPress) or interest in learning.
- Work with event registration, ticketing, or CRM tools (Givebutter, Salesforce, or similar).
- Understanding of basic branding and visual design best practices.
- Curiosity and willingness to learn new tools, systems, and skills with support from the team.

Compensation:

The starting annual pay range for this position is from \$21.84 to \$23.77, depending on qualifications and experience. Benefits for first year, regular, full-time employees (working 40 hrs/week) include:

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of \$650 per month in lieu of health insurance benefits
- A flexible work schedule
- Budget to pursue professional development
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- 3 days of paid bereavement leave, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help contribute a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to Danielle Halstead at danielleh@sustainableconnections.org by the application deadline listed above.

Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.

Individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle Halstead, Administrative Manager, 360-647-7093 x 104, who will engage in an interactive process to respond to & provide reasonable accommodations to qualified individuals.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.