



Connecting the HIV Community Since 1988

+ Organizational Overview

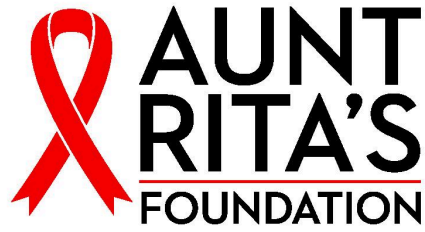
- Mission: In everything we do, we are dedicated to the elimination of, and suffering from, HIV and AIDS.
- Our Vision: To be the catalyst of HIV/AIDS awareness, education and support.
- Our Values: Accountability, Integrity, Inclusiveness, Diversity, Collaboration, and Passion.

+ Position Overview: Events and Communications Manager

The Events and Communications Manager is responsible for developing, implementing, and managing all communication strategies and event planning activities to further the mission of Aunt Rita's Foundation. This role involves community outreach, managing the foundation's public image, and supporting daily operations. The Events and Communications Manager works closely with the Executive Director and other team members to ensure effective planning, promotion, and execution of foundation events, daily operations, and community outreach initiatives. This multi-faceted position requires experience working with the unique needs of communities of color, LGBTQIA+ individuals, youth and adults living with HIV, and other underserved and marginalized populations. Daily, you will contribute to the Aunt Rita's mission by providing affirming and inclusive services to promote the health and well-being of those affected by HIV.

+ Overview of Position

- Full-Time Salaried Position
- Reports to the Executive Director
- Weekly schedule varies based on business needs and event schedule; some evenings and weekend shifts are required.



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+ Key Responsibilities

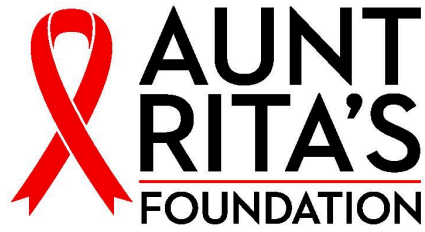
EVENT PLANNING:

- Plan and execute all major events, including fundraisers, awareness campaigns, and community engagement activities.
- Coordinate logistics, including venue selection, vendor management, sponsor benefit fulfillment, and attendee registration.
- Develop event timelines, budgets, and action plans in collaboration with the Executive Director, fellow team members, volunteers, and event planning committees.
- Manage on-site event activities to ensure smooth operations and positive participant experiences.
- Serve as the main point of contact for on-site event activities, ensuring smooth operations and enhancing participant experiences through effective coordination and problem-solving.
- Manage the recruitment, training, and retention of volunteers for events and outreach initiatives, fostering strong relationships and ensuring a positive volunteer experience.
- Oversee the management of event platforms (Classy & OneCause) ensuring accurate tracking and updating on of communications, information, and engagement.

COMMUNICATIONS:

- Develop and implement comprehensive communications strategies to enhance Aunt Rita's Foundation's visibility.
- Oversee and coordinate the creation of content for various platforms, including newsletters, social media, website, press releases, and community outreach materials, while also producing original content as needed to support organizational goals and initiatives.
- Ensure consistent messaging across all communication channels aligned with the foundation's mission, and those of our partner agencies.
- Track and report the performance of communications initiatives.

COMMUNITY OUTREACH:



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- Build and maintain relationships with community partners, stakeholders, and supporters to promote Aunt Rita's Foundation's initiatives.
- Represent the foundation at community events and meetings to build awareness and partnerships.
- Develop outreach strategies to engage the local community, increase participation, and strengthen the foundation's network.
- Work with the Executive Director and other team members to identify new outreach opportunities and strategic alliances.

OPERATIONS:

- Collaborate with the Executive Director on day-to-day operational tasks and administrative duties.
- Oversee the management of organizational websites (AuntRitas.org, HIVAZ.org & GetTestedAZ.org) ensuring accurate tracking and updating of information.
- Assist with reporting and budget management for events, operations, and outreach programs.

OTHER:

- Have an updated and ongoing understanding of Aunt Rita's philanthropy, programs, and initiatives.
- Have an updated and ongoing understanding of HIV prevention/treatment data and trends, both on a local and national level.
- Possess an ongoing awareness of team members' capacity to assist in even distribution of work.
- Recognize and participate in "all-hands-on-deck" scenarios (i.e., events, outreach, etc.).
- Perform additional job-related duties as assigned

+ Relationships

- The Events and Communications Manager works and interfaces with a variety of people, including staff and volunteers, members of the Board of Directors, hired contractors and vendors, employees of supported organizations, and the public.



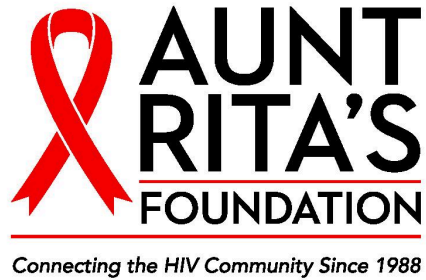
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+ The Ideal Candidate Will:

- Maintain a professional standard of performance, demeanor and appearance at all times.
- Display a judgement-free attitude toward all stakeholders and circumstances.
- Perform tasks and responsibilities in a thorough and timely manner, complying with the organization's policies and standards.
- Conform to a flexible schedule considering the need to work evenings and weekends at times.
- Maintain a cooperative, outcome focused approach to job performance and seeks to bring a constructive, problem-solving orientation to all tasks.
- Believe in diversity and equity in all ways related to the organization.
- Maintain an awareness of the organization's mission, vision, and values.
- Communicate openly and honestly without fear of retaliation.
- Provide the Executive Director with feedback regarding challenges related to systems or office workability.

+ Qualifications

- Minimum three years of related work experience with bachelor's degree OR minimum five years of related work experience without bachelor's degree.
- A strong desire to work in a non-profit organization and a commitment to the mission of the organization.
- Superior attention to detail and excellent time management and organization skills.
- Advanced communications skills, verbal and written, including public speaking.
- Proficient in MS Office Suite, Bloomerang, Canva, and Illustrator, with experience in Constant Contact and WordPress; adept at quickly learning new software systems to enhance productivity and efficiency.
- Ability to work independently and as part of a team.
- Capability to work at a fast pace while multitasking and maintaining accuracy.
- Comfortable in a social setting.
- Spanish language (written and verbal) proficiency a +.



+ Physical Requirements and Environmental Factors

- Flexibility to work evenings and some weekend days, as required.
- Work will occur in a climate-controlled environment with minimal safety/health hazard potential and out of the office in settings such as festivals, fairs, public parks, community centers and other locations.
- This position will require regularly moving and/or lifting items.

+ Compensation and Benefits

- Annual salary for this position is dependent upon the incumbent's qualifications.
- The Program and Events Manager position is a full-time salaried position and receives \$60 monthly cell phone reimbursement, and full employee benefits.
- Mileage Reimbursement (when applicable for work-related activity).
- Unlimited Paid Time Off (PTO).
- Paid Holiday Time Off; 15 days per year.

+ Equal Employment Opportunity

- Aunt Rita's Foundation is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind and is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.
- All employment decisions are based on company needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.
- Aunt Rita's Foundation will not tolerate discrimination or harassment based on any of these characteristics.



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+ Reasonable Accommodations

- Applicants requesting a reasonable accommodation to apply or participate in the interview process for this position should include this in their submission as listed below.

+ How to Apply

- **Interested applicants should email a detailed resume and cover letter to Stacey Jay Cavaliere, Executive Director at: staceyjay@auntritas.org**
- Applicant submissions will be accepted until the position has been filled.