



JOB ANNOUNCEMENT

Event Coordinator

About the Organization

Valley Health Foundation (VHF) is a non-profit leader in community health and healthcare that fundraises to support, innovate, and advocate better health for all in Santa Clara County. VHF helps patients, families, and dedicated healthcare professionals who serve in public healthcare facilities in Santa Clara County. VHF is the foundation for Santa Clara County Medical Center, O'Connor Hospital, St. Louise Regional Hospital, 14 primary and specialty care health centers, Santa Clara County Public Health, Behavioral Health Services, and Custody Health. VHF also supports many community-based programs and services that share our mission to ensure better health for all. More information can be found at [Valley Health Foundation](#).

Position Summary

The Event Coordinator is responsible for supporting the planning and execution of up to 30 events annually, including four keystone fundraising special events, internal events, classes and conferences, donor appreciation events, and ribbon cuttings, among others. This position will work closely with the Director of Events and other departments to coordinate logistics, fundraising, and marketing to ensure event goals are met, event finances and donations are accurately tracked, and attendees' expectations are exceeded.

Supervisor: Director of Events
Status: Regular full-time, exempt (salary) position
Schedule: 40 hours per week with some weekend or evening work required
Office Location: 2400 Clove Drive, San Jose, CA 95128
Field Location: San Jose and Santa Clara County, California

Responsibilities

- Coordinating production of all major events, including logistics, promotion, advertising, and production and distribution of collateral and materials.
- Collaborate with multiple teams, external vendors, and partners to achieve event goals.
- Vendor research, coordination, and management of payments and vendor requirements.
- Managing and tracking event expenses and payments including sponsorships and donations.

Job Announcement: Event Coordinator | Page 1

2400 Clove Drive, San Jose, CA 95128 (408) 885-5299 valleyhealthfoundation.org

Valley Health Foundation is a 501(c)(3) nonprofit organization (EIN 77-0187890) that supports Santa Clara Valley Healthcare which includes Santa Clara Valley Medical Center, O'Connor Hospital, St. Louise Regional Hospital, and affiliated health centers and community programs.

- Donation solicitation and procurement.
- Event registration tracking and management.
- Administrative support, mail merges, and managing event outreach materials.
- Event supply purchasing.
- Inventory management of in-kinds and other event related items.
- Volunteer outreach, recognition, and database management.
- Assistance with social media and marketing campaigns.

Qualifications, Knowledge, and Abilities

- 2+ years of event production experience.
- Customer service, hospitality, and guest experience driven.
- Self-directed and able to set a personal schedule to maximize efficiency and results.
- Outstanding computer skills with knowledge of Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint. Familiar with Google Workspace.
- Experience with Salesforce, DocuSign, Adobe Acrobat, and other project management tools.
- Experience in event registration platforms, Canva, Mailchimp, and Hootsuite is a plus.
- Knowledge and experience with social media platforms.
- Multi-tasker with exceptional attention to detail and organization.
- Excellent written and verbal skills.
- Demonstrated ability to work effectively in a collaborative team environment with various work styles.
- Commitment to maintaining confidentiality and adhering to ethical standards in confidential information.
- A positive “Can-Do” attitude and a desire to help the community.
- Strong commitment to Valley Health Foundation’s mission, goals, and values.
- Ability to move around Health System campuses and Valley Health Foundation offices is required, as needed.
- A function of this position may require lifting and lowering of equipment, boxes, and other heavy materials that may weigh up to 45 pounds. To do this, you must be able to frequently adjust your body position to bend, stoop, stand, turn, and walk.
- A personal vehicle for travel throughout Santa Clara County is required. Mileage is reimbursed at the federally approved rate.

Job Announcement: Event Coordinator | Page 2

Compensation and Benefits

- Annualized salary of \$55,000 - \$70,000 (depending on experience), based on a 40 hours/week full-time equivalent.
- Comprehensive health, dental, and vision benefits.
- Simple IRA with a 3% employer match.
- Generous Paid Time Off (17-20 days annually).
- Paid Sick Leave (7-10 days annually).
- Federal and County holidays (12 days annually).
- At-home work allowable up to 50% days per week.
- Paid Time Off and County holiday pay will be prorated according to the number of hours in a regularly scheduled shift.
- Credit Union membership.
- Training and professional development opportunities.

Application Instructions

- The position will remain posted until filled.
- Interested applicants should submit a resume, cover letter, and three references to jobs@vhfca.org.
- References will not be contacted by Valley Health Foundation until the final stages of the interview process. Applicants will be notified before any contact with the provided references. The application process is confidential.

Diversity, Equity, Inclusion, and Respect

We value diversity in experiences, cultures, and perspectives at Valley Health Foundation. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (particularly under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff that is engaged in addressing issues of diversity, equity, inclusion, and respect.