

Event Coordinator

Job Announcement

About the Organization

Valley Health Foundation (VHF) is a nonprofit leader in community health and healthcare, fundraising to support, innovate, and advocate for 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, Regional Medical Center, St. Louise Regional Hospital, 15 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. For more information, please visit our [Valley Health Foundation](https://valleyhealthfoundation.org) website.

Who We're Looking For

At Valley Health Foundation, events are more than just fundraisers; they are an opportunity for the community to get to know us, learn about our organization, and to see the passion we have for our mission. The person who will enjoy and be successful in this role is someone who:

- Gets excited about planning events and loves to see their vision and work come to life.
- Has an eye for design but is also unafraid to get their hands dirty.
- Is a team player and is ready to jump in to assist wherever necessary.
- Is comfortable wearing many different hats and filling many different roles.
- Has a desire to learn new skills – is a “can-doer” and a “figure-it-outer.”
- Has a superstar attitude and an outgoing personality.
- Is passionate about supporting health in Santa Clara County.

Position Summary

The Event Coordinator is responsible for supporting the planning and execution of up to 30 events annually, including four keystone fundraising events, internal events, classes and conferences, and donor appreciation events, 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, Santa Clara County, California

Responsibilities

- Assisting with the production of 30+ annual fundraising, donor appreciation, and staff events, in addition to hospital classes and conferences.
- Ensure seamless organization of event logistics and production.
- Collaborate with multiple teams, external vendors, and partners to achieve event goals and success.
- Vendor research, coordination, and management of payments and vendor requirements.
- Administrative support and managing and tracking event expenses and payments.
- Assist in event registration tracking and management.
- Event supply purchasing and inventory management.
- Volunteer outreach, recognition, and database management.
- Day-of event management including set-up and break down, vendor and volunteer coordination, managing floorplans and timelines, problem solving and troubleshooting any unforeseen situations that may arise.
- Attendance is required at all major organization events.

Qualifications, Knowledge, and Abilities

- 2+ years of event production experience.
- Knowledgeable in all aspects of event planning and logistics including negotiation with vendors (catering, rentals, venues, AV, photographers, etc.) timeline creation and management, floorplans and event layouts.
- 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 Google Workspace.
- Experience with Salesforce, Asana, DocuSign, Adobe Acrobat, and other project management tools.
- 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.

Compensation and Benefits

- Annualized salary of \$50,000-\$65,000 (depending on experience), based on a 40-hour/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, accrued per pay period).
- Paid Sick Leave (7-10 days annually, accrued per pay period).
- Federal and County holidays (12 days annually).
- Paid Time Off and County holiday pay will be prorated according to the number of hours in a regularly scheduled shift.
- This position requires a regular in-person presence. VHF currently offers the possibility of remote work on a discretionary basis, depending on role requirements, performance, and organizational needs. All remote or hybrid arrangements are subject to change and may be modified or discontinued at any time.
- 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**.
- Please include "Event Coordinator" in the subject line of the email.
- 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.
- Employment is contingent upon successful reference and background checks.