

Job Title of this Position	Event Coordinator		
Name of Organization	Northwest Association for Biomedical Research		
Website	www.nwabr.org		
Job Location Address	100 W. Harrison, N. Tower, Ste. 430 Seattle, WA, 98119		
Contact / Supervisor	Visa Detsadachanh or Evelyn Laminack		
Phone Number	206-957-3337		
E-mail	visa@nwabr.org , elaminack@nwabr.org		
Hourly Pay Rate (indicate a range)	\$12-\$15 DOE		
Employment Period	Summer Only [<input type="checkbox"/>] (7/1/2008- 9/23/2008)	Academic Year [<input checked="" type="checkbox"/>] (9/24/2008-6/12/2009)	Summer & Academic Year [<input type="checkbox"/>] (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input type="checkbox"/>]		
Nature of Business or Organization:			
<p>Organizational Background and History: The Northwest Association for Biomedical Research (NWABR) is a non-profit 501(c)(3) organization founded in 1988 to advance biomedical research through public education and service to the scientific community. NWABR's membership represents over 70 universities, research institutes and hospitals, voluntary health organizations, professional societies, businesses, and community organizations in the Northwest. We have a 20 year history of engaging with educational and community groups in promoting science literacy and support for the research process. In March of 2009, NWABR will be turning twenty years old! We are seeking support planning our Twenty Year Anniversary Fundraiser as well as coordinating our annual report and additional PR, marketing and fundraising support as needed.</p>			
Duties and Responsibilities:			
<ul style="list-style-type: none"> - Using your creative skills and ideas from staff, play lead role in designing and implementing the 2009 Twenty Year Anniversary Fundraiser: <ul style="list-style-type: none"> - partner with NWABR staff to coordinate the program, venue, entertainment and food - work with the Executive Director to secure sponsorships for the event - solicit in-kind donations to sell/auction at the fundraiser - create publicity around the event - reach our goal of raising \$200,000. - With input from the NWABR staff, coordinate content and publishing of our 2008 Annual Report. 			
Minimum Qualifications:			
<ul style="list-style-type: none"> - Creativity and vision for event planning and fundraising - Good written and verbal communication skills - Ability to build relationships with a variety of organizations and individuals including potential event sponsors - Ability to work both collaboratively and independently - Good organizational skills - Graphic design skills (desired but not required) 			
Educational Benefits:			
<ul style="list-style-type: none"> - Gain experience coordinating a large fundraiser event - Learn how a non-profit organization operates - Learn how to create an Annual Report for a non-profit - Interact with northwest non-profit and corporate business and science leaders - Increase your writing and communication applicators 			

(For Work Study Office Use Only)

JOB NUMBER 65NAB01 **REIMBURSEMENT RATE:** **FEDERAL** % **STATE** 65 %