



Job Posting
Polar Plunge & LETR Coordinator

GENERAL STATEMENT OF DUTIES:

The Polar Plunge and LETR Coordinator plays a key role in the SOMI Polar Plunge Season, helping to activate growth throughout the year.

GENERAL DUTIES & RESPONSIBILITIES:

- Leadership on multiple plunges (6+) across the state
- Manages the Public Relations/Marketing Team collateral for Polar Plunges
- Manages the LETR Raffles throughout the year – with revenue growth generated
- Manages the Polar Plunge Raffles
- Handles invoices for Polar Plunges and general LETR
- Incentive and award management for Polar Plunge Season and LETR Conference
- Implementation of Classy Pages for Polar Plunge Season
- Help with LETR Recruitment
- Coordinate LETR Conference Registration and work with the venue on meals, hotels, and venue setup
- Solicitation letters for the Polar Plunge Season for all sites

DESIRED QUALIFICATIONS:

- Experience: 2+ Years minimum in a related field
- Education: Event-related experience or bachelor's Degree
- Excellent written & verbal communication skills, with experience in delivering presentations.
- Willingness to develop relationships with a diverse range of supporters, including grassroots volunteers, corporate executives, community leaders, and education/health professionals.
- Related marketing and events experience, including proficiency in various social media platforms and event planning background.
- Ability to maintain strong project management/deadlines, while handling multiple priorities.
- Strong planning, organizational, and task management skills.
- An enthusiastic leader with a zest for learning, and a strong commitment to positively impacting the lives of children and adults living with intellectual disabilities.
- Ability to work in a small, dedicated, tight-knit team of development and events professionals, while tackling project management independently on projects.

REPORTING RELATIONSHIP:

- Functions under the general supervision of the LETR Team.
- Office location – TBD based on the candidate

Please send cover letter and resume to: andrea.rachko@somi.org.

NON-DISCRIMINATION POLICY

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We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.