



Job Posting

POSITION: Fundraising Events Coordinator
STATUS: Temporary; Hourly, Non-Exempt
LOCATION: Phoenix, Arizona (Hybrid or In-Person Support Preferred)
REPORTS TO: Fundraising Event Specialist
COMPENSATION: \$19.25-\$21.75/hr; commensurate with experience
UPDATED: June 13, 2025

ABOUT US:

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH is supporting nearly 8,000 children, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH's St. Damien Pediatric Hospital in Haiti is the only pediatric medical facility in the entire nation of 11.5 million people, employing more than 500 Haitians and serving thousands of children and expectant mothers each year.

NPH USA, a fundraising organization for NPH International, is headquartered in Chicago with fundraising offices in three areas covering the West and South; Midwest; and East Coast. NPH International is headquartered in Mexico, with other fundraising offices in Europe, Australasia, and Canada.

Mission

NPH USA connects supporters' passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

Vision

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

Organizational Imperatives

- Honor Donor Relationships
- Fulfill Commitment to NPHI
- Financial Sustainability and Accountability

Values

- Show GRATITUDE in all we do
- Foster authentic RELATIONSHIP and true connection
- Act with INTEGRITY always
- Accept RESPONSIBILITY for our mission and our commitments
- Work in COLLABORATION to achieve more together
- Operate with TRANSPARENCY and honesty
- Embrace DIVERSITY, EQUITY and INCLUSION, building a better organization and a better world

Benefits

At NPH USA, we're deeply committed to both our mission and the people who help drive it forward. Our benefits plan is designed to support and empower our dedicated team with competitive offerings, including comprehensive medical, dental, and vision packages. We also provide cell phone reimbursement, life insurance, and a 403b plan with a generous company match to help you plan for the future.

We believe in the importance of work-life balance, which is why we offer a generous paid time-off program to help you recharge and thrive. At NPH USA we're fostering a community of passionate individuals who are supported, valued, and equipped to make an impact.

Position Summary:

The Events Coordinator (a temporary position) will assist with national planning and execution of mission-driven fundraising events. This position will provide vital support to ensure seamless event operations through strong communication, detail orientation, and multitasking capabilities. The ideal candidate thrives in a fast-paced, collaborative environment and is eager to contribute to impactful events that benefit vulnerable children and families.

This role is based in Phoenix, Arizona, with hybrid in-office and on-site event duties. Evening or weekend availability is required during peak event periods.

Key Priorities & Responsibilities:

- Assist with the coordination and execution of regional events, including registration processes, print materials, and raffle/silent auction organization.
- Support the creation of detailed event plans, timelines, checklists, and contingency strategies.
- Liaise with vendors (venues, catering, audiovisual, rentals, etc.) to confirm deliverables and ensure event readiness.
- Contribute to event marketing and promotional efforts, including email campaigns, digital and print collateral, and social media engagement.
- Support event-day logistics, including coordination of volunteers, venue setup, and guest experience.
- Help manage post-event wrap-up tasks, including breakdown, data collection, and preparation of evaluation/impact reports.
- Assist with volunteer communications, confirmations, and on-site coordination.

Ideal Experience and Personal Characteristics

- Event/project coordination experience preferred
- Familiarity with vendor engagement and timelines
- Proficiency with tools such as Salesforce, OneCause, Asana, or similar platforms
- Experience supporting event marketing and promotions
- Social media coordination and scheduling knowledge
- Ability to assist with logistics planning and execution
- Prior nonprofit or fundraising event experience a plus
- Strong written and verbal communication
- Excellent time management and multitasking
- High attention to detail
- Ability to work independently and collaboratively
- Problem-solving and adaptability
- Customer service mindset
- Team-oriented and dependable

How to Apply:

Send resume and cover letter to recruiting@nphusa.org. Include specific salary requirements. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds to apply.