



127 W. Wesley St.
P.O. Box 1802
Jackson, MI 49204
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Job Title: Office, Event and Enrollment Coordinator

Reports To: Executive Director

Location: Jackson, MI

Salary: \$16 based on experience

Plus a monthly Health Care Stipend

Classification: 37.5 h | Non-Exempt

Full YMCA Membership

Position Overview:

Big Brothers Big Sisters of Jackson County is seeking a dynamic, highly organized, and people-focused professional to serve as our **Office, Event and Enrollment Coordinator**. This multifaceted role is essential to ensuring smooth day-to-day operations, supporting the enrollment of Bigs and Littles into our mentoring programs, and coordinating events that engage the community and support our mission.

Key Responsibilities:

Office Coordinator

- Oversee daily administrative operations of the office, including supplies, filing systems, technology coordination, and vendor relationships.
- Maintain a welcoming and professional office environment for staff, volunteers, families, and community members.
- Serve as the first point of contact for visitors, phone, and email inquiries.
- Provide administrative support to the Executive Director and Program staff as needed.

BBBS Enrollment Coordinator

- Conduct initial screenings, background checks, reference checks and community assessments for prospective Bigs and Littles using BBBS standards and tools.
- Guide volunteers and families through the enrollment process with empathy and attention to detail.
- Maintain accurate and up-to-date records in our database (Matchforce).
- Support Match Specialists with match support scheduling, documentation, and follow-up.
- Participate in community outreach efforts to recruit mentors and families.

Event Coordinator

- Spearhead planning and executing agency events including recruitment drives, match activities, fundraisers (e.g., Bowl for Kids' Sake), and community engagement events.
- Coordinate logistics such as venues, supplies, registrations, volunteers, and communications.
- Work with Staff and Board to promote events and develop engaging content.

- Track event budgets, outcomes, and participant feedback for future planning and reporting.
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Qualifications:

- Associate's or Bachelor's degree preferred in nonprofit management, social work, communications, or related field. Equivalent experience accepted.
 - Minimum of 2 years of experience in office administration, event coordination, or program support.
 - Excellent organizational and time-management skills with the ability to juggle multiple priorities.
 - Strong interpersonal and communication skills; comfortable engaging with diverse populations.
 - Proficiency in Microsoft Office Suite; experience with databases or Salesforce systems a plus.
 - Ability to work occasional evenings or weekends for events or outreach.
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Office Culture:

- Passion for youth development and the mission of Big Brothers Big Sisters.
- Self-starter who thrives in a small team environment.
- High attention to detail and confidentiality.
- Positive, flexible, and team-oriented attitude.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSJC may change the specific job duties with or without prior notice based on the needs of the organization.

Ready to join our mission? Send your resume and cover letter to Executive Director Tony Hollow at thollow@bbbsjackson.org.