



Event Specialist

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time/Exempt

Reporting to:
Executive Assistant to CEO

Compensation:
55,000-63,000/year

Organizational Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

The Event Specialist is at the center of HomeFront's fundraising and organizational engagement efforts, leading the planning, coordination, and successful execution of our signature events. From large-scale fundraisers like our Halloween Run, gala-style celebrations, and art shows, to impactful internal events such as board meetings, staff gatherings, client graduation ceremonies, and community resource fairs, this role ensures that every event reflects HomeFront's mission and strengthens our community of supporters.

This individual will work closely with the Executive Assistant to the CEO and the Community Engagement Department and program leaders to produce memorable, mission-driven experiences that inspire donors, engage volunteers and staff, and honor clients' achievements. The Event Specialist balances creativity with meticulous attention to detail—managing logistics, coordinating stakeholders, and ensuring seamless execution.

We're seeking a dynamic, organized, and relationship-oriented professional who thrives in fast-paced environments and finds joy in creating meaningful moments. This role isn't only about logistics; it's about telling HomeFront's story through experiences that spark generosity, build partnerships, and foster organizational and community pride.

Essential Job Functions/Responsibilities

Event Planning & Execution

- Lead the planning, logistics, and execution of HomeFront's major annual events including:

- Halloween 5K Run/Walk
- Annual Gala/Fundraising Celebrations
- ArtSpace exhibitions and shows
- Coordinate internal events such as board and staff meetings, client graduation ceremonies, volunteer appreciation events, and resource fairs.
- Monitor organization and cleanliness of internal events spaces.
- Create and maintain HomeFront events calendar for staff and stakeholders.
- Develop and maintain detailed event timelines, run-of-show documents, and checklists to ensure flawless execution.
- Secure and coordinate venues, permits, vendors, entertainment, and catering as needed.
- Manage budgets, expense tracking, and post-event financial reconciliation.
- Coordinate marketing materials and manage event registration systems and guest communications.

External Use of Space

- Help create, implement, and manage a plan for the use of HomeFront building space by external partners through pricing and reservation structures.
- Promote our offerings and spaces to external partners

Volunteer & Staff Coordination

- Oversee event volunteers, ensuring they are prepared and supported to deliver an excellent guest experience.
- Collaborate with program and administrative staff to secure roles and responsibilities for each event.
- Facilitate strong communication among event teams to ensure smooth coordination.

Evaluation & Reporting

- Track participation and engagement outcomes for each event.
- Prepare post-event reports analyzing successes, challenges, and opportunities for improvement.
- Maintain historical records and best practices to enhance future planning.

Required Experience and Education

- 2–3 years of experience planning and coordinating events, preferably in a nonprofit or community setting.
- Excellent project management and organizational skills with proven ability to juggle multiple priorities.
- Strong interpersonal and relationship-building skills with staff, donors, vendors, and volunteers.

- Ability to work flexible hours, including evenings and weekends tied to events.
- Proficiency in Microsoft Office Suite.

Preferred Experience and Education

- Bachelor's Degree
- Experience with fundraising events and donor/sponsor cultivation.
- Familiarity with issues related to homelessness, poverty, and community development.
- Public speaking and presentation experience.

Schedule

- This is primarily a day time role, but flexible scheduling to include nights and weekends may be required based on client or program needs

Physical Demands

- This job operates in an office setting as well as in the field, using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

Travel

- Travel is primarily local during the business day

Remote Work Eligibility

- Eligible to Work Remotely in emergency conditions (e.g. inclement weather)
- May be eligible for occasional remote work after 6 months

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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