**Job Title**  
Manager of Special Events

**Employer/ Agency**  
Palmer Drug Abuse Program-Houston

**Job Description**

**THE CHALLENGE:** Across the nation, teens and young adults continue to fall victim to drugs and alcohol. In light of this information, Palmer Drug Abuse Program’s (PDAP) mission is to be the most effective prevention and recovery program helping young people and families avoid or recover from the devastating effects of drug and alcohol abuse. As a no cost program, it is imperative that PDAP can continue to provide the funds in order for teens and young adults get the peer-to-peer support they need in order to maintain their sobriety.

**THE OPPORTUNITY:** PDAP needs a dynamic Manager of Special Events with a diverse set of experiences, to make our mission a reality. As a PDAP employee, you will have the ability to create pathways of opportunity to help grow our program and build transformative community relationships.

The Manager of Special Events position is an essential member of the PDAP advancement team. To put it simply, you will play an integral role in securing more than $500,000 through PDAP’s two signature fundraising events, the Annual Breakfast and the End of year campaign. Additionally, you will be held responsible for hosting other events throughout the year to help ensure that PDAP clients have the necessary resources for a rigorous, high-quality support group.

**Qualifications**

- Bachelor’s degree
- Minimum of three years of professional experience with at least two years of experience in fundraising, event planning, external relations, or comparable field.
- Strong organizational skills and ability to drive results, meet deadlines, take initiative and anticipate needs, working with minimal supervision
- Excellent time management skills and multi-tasking skills
• Close attention to detail and high regard for accuracy
• Highly developed listening skills
• Excellent written communication skills
• Ability to work in a fast-paced and results-oriented environment.
• Experience working in databases
• Highly proficient in Microsoft Office suite
• Quick learner of new technologies
• Mission and ethics focused

THE BONUS POINTS
• Volunteer Management Experience
• Experience working in a development office
• Proficiency of Raiser’s Edge

Salary/Hours
$21-25 Hourly

Employer/Agency
Palmer Drug Abuse Program

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Opening Date
Immediate Opening

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