

Event Coordinator – Job Description

Employment Type: Full-Time, 40 hours/week
Reports To: Sr. Event Coordinator/Director of Events
Salary: Bi-Monthly Salary, Benefits

Opportunity

Support and coordinate high-level conference goals for a fast-paced Social Cause Event Company. A successful event coordinator ensures event-related tasks are delivered in a professional manner in accordance with organizational goals.

Job Responsibilities

- Assist Event Managers with event logistics which include: menu selection and guarantees, audio visual RFP's, event rentals, hotel room blocks, recruiting and confirming volunteers, videographer and photographer coordination, on-site event support, event data entry and other event production elements.
- Update Event Reports on a monthly/weekly/daily basis, as progress and commitments are made.
- Work with Sr. Event Coordinator and Event Director to determine weekly meeting schedule and necessary meeting recaps.
- Communicate with clients in a professional manner and take detailed minutes during client meetings (in person and via conference call.)
- Perform event registration maintenance including responding to attendee's questions, making registration changes, creating discount codes, and providing updates to team members and clients.
- Work with the Sr. Event Coordinator to order event supplies and make name badge recommendations. Design name badge template in Microsoft Word based on client needs.
- Assist the Sr. Event Coordinator with registration rules/parameters (early bird rates and dates, refund and exception policies etc.) based on experience and past year's registration data analysis.
- Work with the marketing team to ensure all event logistics and registration information is up to date on the event website.
- In-Kind partnership research and follow-up.
- Inventory supplies prior to and following each conference.
- Assist with post event recaps and thank you letters to all vendors.
- Actively use company systems to manage projects, i.e. Basecamp, Eventbrite, Google Docs, Excel, Powerpoint, and Harvest time tracker.
- Assist the Sr. Event Coordinator and Director of Events and partnership team with exhibitor logistics and manual.
- Act in a supporting role to the Sr. Event Coordinator and Director of Events onsite at events throughout the year.

Skills and Abilities Required

- Strong project management, customer service and relationship building skills.
- Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences.
- Exceptionally detail-oriented and organized, ensuring quality and consistent output.
- Ability to effectively solve problems, think creatively, make decisions and take action, exercising independent judgment.
- Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment.
- Proficiency in MS Office applications (Word, Excel and PowerPoint.)



Qualifications and Experience Required

- Four-year college or university degree in Business, Marketing or Communications; an equivalent combination of education and/or experience may be substituted for a degree - OR - Currently enrolled in a 4 year degree program
- Strong work ethic, making the most of time in the office.
- Customer service, sales or clerical experience preferred.
- Knowledge of the event industry preferred.