Job Description: Events Coordinator

Events Coordinator will assist in planning, organizing, and executing events and meetings under the general supervision of the Director of Events. The Coordinator will assist with planning and logistical support for all events. The Coordinator will assist with the quarterly conferences and member meetings and participate as an active member of the events and marketing team. Responsibilities include independent planning, project management, logistical coordination and execution of assigned events and meetings.

STATUS: Full-time

Primary Job Responsibilities

The Events Coordinator position will support the Events Director and assist with event logistics and planning. Tasks include supporting:

> Onsite registration as well as other conference related administrative tasks
> Food and beverage, room sets, audio visual needs, and room blocks coordination
> Conference materials, including proof reading and printing agendas, signage, giveaways, handouts, and promotional collateral

Oversee the life cycle of meeting, conference and special event registration including helping attendees with the registration process and payment issues as needed.

Coordinate registration process both in advance of the event and onsite, handling inquiries and processing registrations both in advance and onsite at the conference, and managing the onsite registration and name badges.

Ship conference equipment and materials to and from meeting sites. If not onsite, send detailed written instructions to recipient regarding procedures for the return shipment to the warehouse. Monitor equipment inventory and track all shipments.

Update and maintain tracking sheets in Excel and Google docs

Speaker logistics - send email confirmation and details about registration, hotel and speaker terms and conditions

Provide excellent customer service in response to meeting inquiries, including drafting invitation letters, providing documentation, and answering questions in timely manner

Update the Marketing & Events Calendar

Create and manage social media strategy and scheduled posts across various platforms as well as develop content for direct mail, print, radio and a variety of digital marketing strategies.

Qualifications

College degree preferred and 2-3 years of experience supporting executive leadership in administrative, marketing, business development, events, and/or communications role. Team player.

Ability to travel to/throughout the year in the United States and be flexible with schedule. Occasional evening or weekend duties maybe required. Passport required.

Ability to manage concurrent task assignments, often with shifting priorities

Ability to manage timelines, deadlines, and multiple priorities

Candidates should be flexible with work assignments and comfortable with changes in day-to-day work.

Ability to develop and manage administrative processes

Excellent organizational skills with ability to manage tasks independently. Candidates must be strong team players, able to work independently and within a larger team equally well.

Excellent written and editing abilities with high attention to detail

Excellent writing skills and strong verbal communication skills. A significant portion of the work involves communication with office teams and institutions; hence, excellent communication skills are critical.

Able to learn new processes and technologies quickly and apply them to assigned tasks.

Ability to periodically lift and/or wheel Pelican cases with conference equipment and boxes with banners and other items for various events. Cases and boxes weigh between 20-60 pounds.

Desired Experience

Proficiency in Cvent Event Management software preferred (for speaker management, registration, etc.) and CrowdCompass.

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