

Job Title: Event Coordinator
Department: Marketing
Reports To: Marketing Manager

FLSA Status: Non-Exempt
Supervises Others: Yes
Number Supervises: 1-15

Position Summary:

Responsible for overseeing and developing events, with a focus on event design, planning and visualization, vendor management, budget management, while adhering to established brand protocol.

Position Responsibilities:

- Demonstrate the ability to organize and manage multiple events, prioritize tasks and meet deadlines with proactive communication, thorough planning and execution and allocating/providing resources.
- Develop and contribute to the creative thought process and continuous evaluation of ongoing strategic event planning and marketing initiatives.
- Create and execute event plans that drive brand awareness.
- Ensure in partnership with community HOA's and BOA's that all seasonal displays and signage are consistent and up to date.
- Increase event awareness and attendance through, but not limited to; website enhancements, digital media network programming, public relations efforts, social media, collateral distribution, e-mail databases and newsletters.
- Plan, develop, maintain, and execute all facets of company sponsored events (pre-, at-, and post-event)
- Accountable for proactively gathering information necessary to create event plan, adhere to budgets and schedules, manage event administration, coordinate logistics, and track event status details
- Hire and supervise onsite event staff for all community events and Kendall Yards Night Market
- Attend all events and ensure scheduled vendors and staff arrive on time, as well as confirm event space is properly prepared.
- Develop and maintain relationships with venue and vendor contacts, sponsors, invited guests and promote events, as applicable
- Design and create event related graphics for print, digital and social media as needed
- Create and send event marketing communications via email, web, social media and print
- Track, manage and prepare post-event summary reports
- Collaborate to produce newsletters, blogs, press releases, and other corporate communications
- Organize
- Other duties as assigned

Desired Skills and Experience:

- Bachelor's degree in Marketing, Communications, Public Relations, Journalism, Business, other related field or 3+ years of progressive, professional marketing experience.
- Experience with event planning, social media strategies, and developing original content
- Up to date on current trends in the event industry
- Superior writing and editing skills required with acute attention to detail
- Experienced at negotiating and building partnerships with vendors and sponsors
- High level of professionalism, excellent customer service and communication skills—both verbal and written
- Strong organization skills and ability to multi-task, manage multiple projects simultaneously
- Strong computer skills with proficiency in the Microsoft Office Suite and familiarity in Adobe Creative Suite
- Strong critical thinking and creative problem solving skills
- Naturally driven to excel and committed to delivering quality
- Ability to work independently, meet deadlines, and prioritize tasks in a fast-paced and dynamic environment
- Must be a flexible go-getter, entrepreneurially minded, and have a positive attitude

Physical Demands and Work Environment:

This position is primarily remote. Position requires sitting, stooping, occasionally lifting up to 60 lbs. Use of a computer is frequent. Must be able to use general office equipment. Position will involve frequent interaction

with individuals and groups. Position may require long periods of standing or walking. Must be able to travel up to 50% of the time.

Schedule:

This full-time position requires a flexible schedule with occasional weeknight and weekend shifts, and the ability to manage multiple events offsite throughout the year.

General Sign-Off: The employee is expected to adhere to all company policies and to act as a role model in the adherence of policies and company values.

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____

This is not intended to be an exhaustive listing of all skills, duties or responsibilities associated with the job. Management reserves the right to review the job, assign special projects, and/or require that other duties be performed, should circumstances change (i.e. changes in personnel, workload or technical developments).