



## **Event Coordinator**

**Status:** Part Time – 24 Hours – Permanent – Non-exempt  
**Salary:** \$20-\$24/hour based on experience  
**Reports To:** Development Director

### **Responsibilities:**

Primary duties of this position include overseeing all aspects of member, donor and community events; including, invitations, timelines, budget management, venue management, coordination of all logistics and evaluation of the success of each event.

### **Specific responsibilities include:**

- Schedule and plan events with attention to financial and time constraints
- Research and recommend creative concepts for fundraising and community engagement events
- Create invitations (from template) and distribute, track RSVPs and answer questions, send event reminders
- Manage ticketing for paid events and all attendee communications
- Research vendors (catering, rentals, music, etc.) and select the best combination of quality and cost
- Book venues and vendors as needed
- Add events to staff calendar, share invitations and event reminders with appropriate parties
- Manage all event operations (preparing venue, managing event supplies, determining staff and volunteer needs, establishing run of show)
- Complete final checks the day of the event (e.g. setup, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Evaluate event success and submit follow up reports
- Manage all event-related signage and print materials and make sure updates are made as needed
- Take and distribute notes at all event meetings

### **Job Qualifications:**

- Progressively responsible work history as an event coordinator. Degree in hospitality management, public relations or similar field is preferred, or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities
- Excellent attention to detail and problem-solving ability
- Ability to handle stress and remain calm

- Respectful of and work well with a variety of people regardless of race, religion, gender expression, sexual orientation, nationality, socioeconomic status, or ability
- Self-directed, organized, reliable, and able to manage multiple projects simultaneously
- Pleasant and effective communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others.
- Outstanding vendor management skills
- Proficient in Microsoft Office applications including Word, Excel and PowerPoint. Experience working with ticketing platforms (Eventbrite) and graphic design tools (Canva) helpful.
- Ability to work weekends and after-hours as needed

**To Apply:**

Please send a resume and cover letter to [jobs@landtrustna.org](mailto:jobs@landtrustna.org) on or before May 17, 2024.