



## JOB DESCRIPTION

**TITLE: Event Coordinator**

<b>Department:</b>	<b>Event Coordinator</b>
<b>FLSA Status:</b>	<input type="checkbox"/> Exempt <b>XX Non-Exempt</b>
<b>Reports To:</b>	<b>Executive Director</b>
<b>Supervises:</b>	<b>N/A</b>

### **SUMMARY**

The Event Coordinator is a part-time, non-exempt position designed to provide support services in event planning, management and registration. The Event Coordinator will function as a key member of a small but growing team of professional, dedicated employees who plan and implement educational events.

The ideal candidate has a passion for and some experience with event planning, thrives in a fast-paced environment, can effectively manage several, simultaneous and multi-faceted events, and demonstrates excellent interpersonal and communication skills. This challenging and rewarding role requires a mix of big picture-thinking and detailed project planning, strong interpersonal and collaborative skills as well as the ability to work independently.

### **PRIMARY RESPONSIBILITIES**

The Event Coordinator will assist with numerous assignments which may include:

- Pre-planning assessment support to determine needs, objectives and history/culture of the event, and gather and analyze client, attendee and other stakeholder feedback;
- Developing and/or maintaining comprehensive project plans and budgets;
- Designing and/or summarizing post-event evaluations to determine the effectiveness and success of the event;
- Organizing and coordinating communications/meetings with clients, committees, speakers/presenters, volunteers, stakeholders, venues, and vendors;
- Coordinating logistics/operations details for conferences and workshops including meeting space, accommodations, A/V and production requirements, exhibit booth layout and assignments, themes/entertainment and technology/set-up requirements;
- Serving as back-up Registrar for events as needed – setting up and managing online attendee and/or sponsor/exhibitor registration.
- Participating in internal project team reviews to discuss and assess project planning, management and implementation and document lessons learned.

- Creating onsite (day of event) materials such as participant packets, name badges and other onsite materials as needed;
- Onsite (day of event) setup, check-in, interfacing with venue and A/V staff, troubleshooting/resolving issues as required, and tear down.
- Creating final reports of assigned events to include a summary of event data (attendee, financial, etc.), lessons learned and recommendations for continuous improvement.

## **SECONDARY RESPONSIBILITIES**

- Represent GTS Educational Events at marketing/outreach events and presentations.
- Stay abreast of developments in topic areas related to assigned programs through research and ongoing professional development.
- Other duties as assigned.

## **JOB SPECIFICATIONS**

### **Desired Education and Experience**

- Degree or certification in event planning/management or related field; or a combination of education and relevant work experience to total 5 years
- Minimum 1 year planning and managing conferences, tradeshows, expos or similar program events
- Experience successfully using various technologies for organizing and delivering event programs and services (i.e. CRM software, project management software, online registration, social media, marketing/lead generation platforms, mobile applications, etc.)

### **Knowledge, Skills and Abilities**

Knowledge of:

- principles and processes involved in event planning and management;
- principles and processes involved in event marketing and communications;
- event fiscal management practices & processes (budget development, implementation & reporting);
- preferred knowledge of local and state government, civic/community organizations, nonprofits and higher education.

Ability to:

- anticipate project needs, discern work priorities, manage multiple events and tasks at once, and meet deadlines with little supervision;
- communicate with, and present ideas effectively to other staff, clients, customers, participants, etc;
- be resourceful – obtain and learn information needed to do the job from all relevant sources;
- be flexible and manage change;
- stay calm under pressure and successfully manage multiple projects and time-sensitive demands;
- establish a broad resource network and maintain effective and cooperative working relationships;
- develop and implement ideas and programs — conduct or carry out procedures and activities to improve programs or products; and
- innovate and learn new systems and tools quickly.

Skills:

- proficiency in Microsoft Office Suite (Word, Excel, Outlook);
- superior written and verbal communication;
- excellent time management and organization;
- creative problem-solving; and
- responsive customer service.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

Incumbent must be able to:

- be indoors, sitting at a desk for the majority of the day;
- travel to and from event sites (primarily local, some outstate and some outside of the state); must have driver's license and access to a car;
- work early mornings/late evenings as needed;
- must be able to pack, lift, and transport program equipment and materials to and from programs;
- must be able to set-up rooms for meetings if necessary – move some tables and chairs, set-up equipment; and
- must be able to lift up to 10 pounds on a regular basis; up to 30 pounds occasionally.

**TOOLS AND EQUIPMENT USED**

Incumbent must be able to:

- operate standard office equipment (phones, personal computer, copier, printer, etc.) and
- use personal smart phone for remote connectivity (email, phone, voicemail).

**WORK ENVIRONMENT**

- Small, fast-paced office environment in St. Paul, Minnesota

**TO APPLY**

Send cover letter and resume to [gts@mngts.org](mailto:gts@mngts.org)