



Position Description 9/1/2019

POSITION TITLE: Events Coordinator (Non-Exempt)
DEPARTMENT: Gorecki Alumni Center
REPORTS TO: Director of Gorecki Alumni Center
SUPERVISES: Supervise Student Event Flip Crew

POSITION SUMMARY

The Events Coordinator will plan and execute events on behalf of the Gorecki Alumni Center and Hopper Danley Spiritual Center. S/he is required to ensure that events at the Gorecki Alumni Center and the Hopper Danley Spiritual Center are executed to reflect the level of prestige of the buildings and organization. This person must have a demonstrated ability to work as part of a team in a collaborative, fast-paced environment. This position requires a flexible work schedule with the availability to work weekends and evenings on a regular basis.

ESSENTIAL FUNCTIONS

EVENT COORDINATOR 80%

1. Coordinate events for Gorecki Alumni Center & Hopper Danley Spiritual Center clients with all aspects of events including reservations, contracts, room set up, equipment & technology needs, security, staffing, vendor coordination, inquiries, tours, and follow-up.
2. Ensure all services provided meet or exceed the clients' expectations.
3. Effectively handle last-minute changes or requests while also using resources and skills to solve problems as they arise.
4. Review invoice worksheet to ensure accuracy and collection of payment.
5. Maintain inventory of event related equipment and furniture and ensure that the event spaces in the Gorecki Alumni Center are equipped to operate effectively.

GORECKI CREW LEADERSHIP 10%

1. Assist with Gorecki Alumni Center event crew to assure appropriate staffing, accuracy of event set up and venue preparation.
2. Serve as a contact for event crew to provide leadership, communicate expectations, coordinate and create staffing for shifts and create task lists.
3. Communicate expectations and assist Director of Gorecki with Part-Time Event Coordinators.

WATCH PARTIES 5%

1. Facilitate regional watch party planning to enhance connections with alumni at a distance.
2. Facilitate donation requests, coordinating swag and other items to be sent if applicable.

ALUMNI EVENT COORDINATOR 5%

1. When called upon, from the Director of Events, to help coordinate events by planning, coordinating, communications, setup, technology needs, staffing, clean-up, registration, follow-up, event evaluation, budget management, and post event assessment processes.
2. Manage registration lists and initiate attendee contact as required (confirmation letters, tickets, etc.)

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Bachelor's degree required. Communication or marketing degree preferred.

Experience: 1-2 years of event planning or customer service experience preferred.

PHYSICAL REQUIREMENTS

Ability to work for extended periods at computer workstations, including keyboard and visual display terminal.

Finger, hand, and wrist dexterity.

Ability to see, read, and comprehend written materials.

Ability to lift and carry up to 50 pounds

Current CPR/AED & First Aid Certification

COMPETENCIES

Excellent organizational skills and strong sense of attention to detail

Exceptional communication, analytical, planning, and implementation skills

Strong interpersonal communication skills and project management experience

Ability to work in groups and independently while managing multiple tasks and deadlines

Energetic, forward-thinking and creative with high ethical standards

Appropriate professional image

Ability to handle sensitive and confidential matters with appropriate discretion

Ability to work in a fast paced environment

Self motivated and confident

Strong sense of teamwork

Resourceful and willing to take initiative

Ability to work with and motivate students and/or volunteers

Updated August 2019