



## EAST JOB DESCRIPTION

**JOB TITLE:** Events Coordinator

**DEPARTMENT:** Operations

**SUMMARY:** The Events Coordinator works with the Events Team with the logistical planning, coordination and execution of EAST events. This position coordinates catering, hotel accommodations, and assists with producing and publishing content for each event. This position takes an active role in the planning and procurement of prize donations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the logistical planning and execution of EAST events, the Conference leadership team retreat and development activities.
- Attends planning meetings, takes notes, and enters post-meeting action items and deadlines into a project management tool.
- Coordinates catering and menu selections.
- Secures hotel accommodations for staff and VIPs, coordinates reporting from hotels post events, and assists with hotel agreement negotiations.
- Collaborates with the Events Team to develop and implement security measures and emergency preparedness plans.
- Maintains accurate record keeping of event registration, ticket purchases, donations, etc.
- Assists the Communications Team to produce and publish content for the event (e.g. website, app, social media, push notifications, video screens, etc.).
- Coordinates the moving plan in collaboration with the technical services team.
- Leads solicitation of prize donation requests, tracking, collection and recognition. Works with the Director of Development to identify and track potential donation sponsors.
- Presents updates and training related to events to the EAST network.
- Coordinates the distribution of thank you cards after the event.
- Assist with post-event documentation and reporting.
- Other duties as assigned.

### SECONDARY DUTIES AND RESPONSIBILITIES:

- Stay current on trends and best practices in event and meeting management
- Seek innovative ways to grow and enhance event activities
- Assist with hosting EAST trade show booths

### QUALIFICATIONS:

- Proficient in Google Suite tools and other office productivity tools.
- Thrives in a collaborative environment.
- Strong communication and relationship building skills.
- Ability to think creatively, take initiative, and work as part of a team.
- Exhibits a positive attitude.
- Must be organized and extremely detail-oriented.

- Must have a current, unrestricted driver's license.
- Ability to attend EAST events that often requires overnight travel.

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent
- Some post-secondary education (with a College Degree preferred)
- Experience in event organization required
- Experience in areas related to events, preferred (i.e. fundraising, sponsor/exhibitor management, marketing, content development, volunteer coordination, etc.)
- Experience with Basecamp or project management tools, preferred.
- Non-profit experience, a plus

**LANGUAGE SKILLS:**

- English language: including punctuation, spelling, grammar, and writing technique
- Excellent written and verbal communication skills

**REASONING ABILITY:**

- Ability to problem solve using deductive reasoning skills in a timely manner

**MATHEMATICAL SKILLS:**

- Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**PHYSICAL DEMANDS:\***

- Ability to occasionally lift 35 pounds
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

*\*Requests for accommodation need to be directed to Human Resources.*

**WORK ENVIRONMENT:**

- Quiet to moderate noise level
- Fast paced and positive

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Signature

Print Name

Date