

# Event Coordinator/ Internship Job Description



**Reports directly to the President & CEO**

## Job purpose

The **Events Coordinator/ Intern** will assist the Events & Communications Manager in the planning, coordination, and execution of chamber events. This is an entry-level position designed for individuals looking to gain hands-on experience in event management within a dynamic and fast-paced environment. The role focuses on supporting the logistical and operational aspects of events, ensuring they run smoothly and successfully.

This position offers an hourly wage of \$16-\$18/hour DOE. This is a temporary internship position with the potential for growth based on performance

## Duties and responsibilities

- **Event Support:** Assist with the coordination and execution of various chamber events, including workshops, seminars, and networking events. Tasks include setup and teardown, registration, attendee assistance, and general on-site event support.
- **Logistics Management:** Help with the logistical planning of events, such as coordinating with vendors, arranging supplies, and managing event materials.
- **Communication Assistance:** Support the Events & Communications Manager in promoting events by helping to draft and distribute event-related communications, including emails, social media posts, and flyers.
- **Stakeholder Interaction:** Assist with attendee and vendor communications before, during, and after events to ensure all parties are informed and satisfied.
- **Data Entry and Reporting:** Collect and enter data related to event attendance, feedback, and other metrics. Assist in creating post-event reports to evaluate success and areas for improvement.
- **Cross-functional Collaboration:** Work closely with internal teams to ensure that events align with the Chamber's objectives and contribute to overall organizational goals.
- **General Administrative Support:** Provide general administrative assistance as needed, including scheduling meetings, preparing materials, and maintaining event-related documentation.

## Qualifications

- Currently pursuing or recently completed a degree in Event Management, Hospitality, Marketing, Communications, or a related field.
- Interest in event planning and coordination, with a desire to learn and grow in the field.
- Strong organizational skills and attention to detail.
- Ability to juggle multiple tasks and manage time effectively in a fast-paced environment.
- Excellent communication skills, both written and verbal.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with social media platforms and basic marketing principles is a plus.
- Ability to work collaboratively as part of a team while also being self-motivated and proactive.
- Willingness to work flexible hours.

## **Working conditions**

- This position will primarily involve working indoors, with frequent interaction with event participants and vendors.
- Work may involve standing for extended periods during events, as well as lifting and carrying supplies (up to 25 pounds).
- The role may require travel within the Grand Valley area.

## **Physical requirements**

- Lift, carry, push, and pull: The individual in this position normally lifts and carries objects not weighing more than 25 pounds, generally files or small office supplies and equipment.
- See and hear: Must have adequate visual acuity to translate information into the computer and complete manual documentation, this is required on an almost continual basis. Must have adequate auditory abilities to respond to staff and visitors

***\$16-18/hour***

***Posting will remain open until filled***

Updated August 2024