

## **JOB POSITION: Event Coordinator**

Reports to: Marketing Director (MD)

Hourly Position; Non-exempt (20 hrs/week)

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## **JOB DESCRIPTION**

Coordinate logistics for Pure Desire's in-person and online events. This includes working with speakers and event hosts, managing registrations, and creating processes to help events run smoothly.

## **QUALIFICATIONS**

- Proven event coordinating experience
- Excellent time management skills
- Professional communication skills, both written and verbal
- Ability to manage a wide range of details
- Ability to manage multiple projects independently
- Creative and forward thinking
- Works well in a team environment
- Experience with Google Apps for Business and Asana a plus

## **CORE RESPONSIBILITIES**

- Intake event requests and phone calls
- Work alongside MD to schedule and book prospective events
- Create and send agreements to event hosts
- Manage RegFox account and create registration forms for events
- Manage event registrations and attendee tracking
- Work with event hosts to carry out needed details for event projects
- Coordinate and monitor event timelines and correspondence
- Oversee speaker content timelines
- Book event travel (flights, rental cars, and hotels)
- Pack event suitcases and keep inventory of event supplies
- Proactively handle any arising issues and troubleshoot any problems on event day
- Compile post-event evaluations
- Report on event financials (budgeting, invoicing, profit/loss statement, etc)
- Assist in managing Summit related logistics, processes, timelines, and delegation

## **ADDITIONAL RESPONSIBILITIES**

- Coordinate event sponsorships with outside organizations
- Coordinate logistics and communication for custom speaking engagements
- Work alongside MD to develop new events, pricing, and processes
- Collaborate with MARCOM to improve provided services and event quality
- Additional duties as assigned by MD