

Events Coordinator

Job Title: Events Coordinator

Salary Type: Exempt

Reports to: Senior Director of Engagement

Effective: TBD

PRINCIPAL OBJECTIVE:

This full-time position is responsible for execution for Pi Beta Phi events.

CORE RESPONSIBILITIES:

- Provides tactical support to ensure objectives and vision of Pi Beta Phi events are realized. Demonstrates skills in event design through attention to small details as well as big-picture execution.
- Coordinates project management efforts for events which includes scheduling internal planning meetings, developing planning tools and managing critical path documents. At times, this will include leading event project teams and/or facilitate project team meetings.
- Oversees registration for events, which may include designing and building registration, supporting interested attendees in the registration process, assisting in event promotion efforts and reporting on registration.
- Manages relationships and coordinates event logistics with venues (typically hotel properties) and vendors which often include caterers/food and beverage services, rental companies, florists, entertainment and speakers. May, at times, oversee the RFP and bidding process for host venues and vendors.
- Demonstrates superb hospitality and premier customer service and inspires others to do the same.
- Manages logistics for special guests and VIPs. Coordinates staff attendance logistics, such as arrival dates, times and sleeping requirements.
- Supports shipping and receiving efforts for all events.
- Understands and monitors the budget for all events. Presents suggestions for revenue generation and ingenuity in expense management.
- Manages the stress of events and sets the example for others in real-time problem solving.
- Supports multiple events, at differing stages of planning, simultaneously.
- Other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

Bachelor's degree with one to three years of event planning experience or any equivalent combination of experience and training that provides the required knowledge, skills and abilities to fulfill the responsibilities of the role is required. Experience in project management is expected. Experience working and partnering with volunteers is preferred. Pi Beta Phi membership preferred.

ADDITIONAL INFORMATION:

Some travel required.

This position will require commitments outside of normal work hours when supporting an event.

Pi Beta Phi's Mission, Vision, Core Values and statements philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.