



## Event Coordinator

### **JOB SUMMARY**

Reporting to the Events Assistant Manager, the Events Coordinators support the planning and logistics of events in which the Random Acts organization has a presence. Examples of events include conventions, business expos, and selected community events such as food drives and beach clean-ups. The Events Team works closely with a variety of the departments, such as Regional Representatives, Social Media, Finance, the Executive Team, and Writing.

### **RESPONSIBILITIES**

- Support the Events Assistant Manager and Events and Programming Manager in event planning, remote support and facilitation, post event support and related projects
- Coordination and execution of event planning and post event support, including:
  - Tailor the timeline and checklists needed to deliver each event effectively
  - Ensure tasks are completed in a timely and proactive manner
  - Coordinate with event organizers and partners
  - Work closely with the other Events Coordinator to ensure all information is accurate
  - Provide on the day remote support should any issues arise
  - Plan and deliver pre and post event meetings with the Event Lead and Support
- Provide the leadership team with any information you receive that may pose a risk to successfully plan or execute an event, no matter how minor it may seem
- Attend regular staff and departmental meetings, event planning calls, and debrief calls
- Deliver regular and ad hoc reports as requested and help maintain the Events page in Podio
- Communicate and answer questions directly from Random Acts staff regarding events
- Communicate with external organizations and partners as required, liaising between them, the leadership team and the Event Lead/Support
- Any other projects or duties as requested by the Events Assistant Manager, the Events and Programming Manager, or the Executive Team

### **DESIRED QUALIFICATIONS AND SKILLS**

- Process-focused, proactive, and highly organized
- Excellent written and verbal communication skills
- Strong desire to work as part of a team and openly collaborate on all projects
- Ability to communicate diplomatically and in a timely manner with a wide variety of people
- Excellent computer skills and willingness to learn new software programs
- Ability to synthesize a wide variety of information into actions, lists and reports
- 2+ years of experience in event planning or related field
- Prefer Bachelor degree or equivalent experience in event planning, project management, or related field