



Position Description

Job Title: Event Coordinator – Part-Time
FLSA Status: Nonexempt (Hourly)
Location: Pref. Orlando, FL
Reports To: Event Director
Pay Band: \$15.00 - \$18.00 hourly

BASIC PURPOSE:

The **Part-Time Event Coordinator** is responsible for assisting in the planning and implementation of a variety of events and campaigns for the purpose of lead generation and partner collaboration for the business development team. This role will work directly with the event manager to ensure events occur seamlessly.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Assist with the development of unique event concepts
- Assist with the coordination of event vendors such as transportation, décor, catering, etc.
- Collaborate with internal team to execute tasks and ensure all deadlines are met.
- Assist with event materials, handouts, and thank you letters/gifts
- Prepare event messages including “know before you go” emails and guest bios, track event registration/attendance and database reports
- Act professionally and provide top notch customer service to guests when on-site at events
- Provide administrative duties as directed by the Event Director.
- Provide coordination support and staffing for consultant events.
- Provide coordination assistance and support for trade show events.
- Prepare weekly and quarterly project reports as directed
- Coordinate other projects as assigned

SUPERVISION: Not applicable for this position

ACCOUNTABILITY: Impact and Scope: No financial or other measurable accountabilities have been identified for this position

MINIMUM QUALIFICATIONS REQUIRED:

- Course work in Event Planning
- Intermediate level competence with Microsoft Office applications
- Experience conducting internet searches and producing graphic documentation
- Ability to travel for events in state, out of state, internationally

PREFERRED QUALIFICATIONS:

- Associates degree
- Previous experience in a government or not-for-profit agency
- Knowledge of government and / or legislative operations and processes
- Demonstrated experience working with senior level management
- Experience in Executive Assistant/support roles

To Apply:

To express interest in, or nominate an individual for, the SelectFlorida event coordinator position, please email a resume to Pauline.Jacobs@SelectFlorida.org

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee to fill this position. Duties, responsibilities and activities may change at any time with or without notice.

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