Position Description

Job Title: **Event Coordinator – Part-Time (20-24 hours weekly)**
FLSA Status: **Nonexempt (Hourly)**
Location: **Pref. Orlando, FL**
Reports To: **Director, Partner Program and Events**
Pay Band: **$20.00 hourly**

BASIC PURPOSE:

The **Part-Time Event Coordinator** is responsible for assisting in the planning and implementation of SelectFlorida Partner Program events, as well as supporting Partner Program members.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Plan and implement SelectFlorida Partner Program events, ensuring meet desired outcomes.

  Develop comprehensive timelines and schedules to ensure every aspect of assigned events run smoothly.

- Coordinate event logistics to include, but not limited to, registrations, attendee recruitment and communication, marketing, transportation, event materials, and venue and vendor management.

- Support effective vendor and venue relationships to include, but not limited to, researching and booking vendors and venues, and ensuring vendors and venues follow timelines, requirements, contractual obligations, agreed upon event support, and delivery schedules.

- Provide support to partner program members to include, but not limited to, communicating with members and key stakeholders in a timely and professional manner, fielding questions, relationship management, and membership administration.

- Communicate effectively with internal and external stakeholders.

- Track expenses against approved budgets, process paperwork and invoices, answer internal and external emails, prepare event reports and briefings, and perform other event administration tasks as assigned.

- Coordinate other events as assigned.

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 attend local events
- Ability to work in office

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 part-time 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.

SelectFlorida is an equal opportunity employer.