

LEADERS OF TOMORROW YOUTH CENTER



Position Title: Events Coordinator

Position Summary: The Event Coordinator will manage small and large events. Our events occur both on and off site, and the Event Coordinator will have the responsibility of managing all events for the organization. The Event Coordinator oversees all aspects of event planning and management, including internal and external events. The Event Coordinator will be able to manage the logistics of multiple events simultaneously. Responsibilities for the Event Coordinator include meeting with clients to work out event details, plan with the client, scout and book locations, food, entertainment, staff and cleanup. The Event Coordinator also creates event proposals and presenting proposals to prospective clients.

Reports to: Executive Administrator

Position Responsibilities:

- Maintain a working relationship with vendors and venues.
- Understand the complex needs of different events, and diverse clients.
- Plan event aspects, such as venue, seating, dining, and guest list.
- Delegate event planning tasks to other staff members where necessary.
- Strong knowledge of venues and vendor offerings while taking clients on tours of venue possibilities.
- Coordinate event entertainment, including music, performers, and guest speakers.
- Attentive to the value of staying under budget while planning event specifications.
- Represent the organization at events such as vending, youth fairs, etc
- Manage and oversee events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down.
- Communicate with marketing team to create effective advertisements for each event.
- Anticipate and plan for possible different scenarios.
- Strong communication skills, and the ability to present event ideas and plans to client and vendors
- Find sponsorship opportunities to help support events

- Additional tasks as delegated

Essential Skills and Experience:

- Bachelor's degree or relevant experience.
- Degree in event planning or marketing preferred.
- Previous event planning experience.
- Team management Experience.
- Excellent time management skills and ability to multitask and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Attention to detail and ability to meet deadlines
- Regular and consistent attendance

Other Job Requirements:

- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage
- Ability to relate positively to children and adults
- Ability to self manage workflow