

## **EVENTS COORDINATOR**

### **NATURE OF WORK**

This is professional administrative work developing and executing tasks and projects related to meetings, conferences, special events and travel related services. Work involves assisting the Director and Manager of Events and Marketing in planning logistical needs, client and vendor relations, onsite duties and post event debriefs. Work is bound by established office and operating procedures. Work is performed under the direction of the Manager, Events and Marketing.

### **ESSENTIAL FUNCTIONS**

Coordinates all aspects of assigned events and assists on others as needed, maintains budgets, processes expenses; conducts hotel, restaurant and meeting facility site visits; ensures adherence to vendor deadlines including: rooming lists, deposits, catering orders, audio/visual and others, as necessary.

Manages hotel/catering contracts, transportation needs and travel requirements; assists with review of vendor and hotel contracts/scope of work documents/follow-up reports; Assists the Director with logistics and execution of travel, including staff bookings, group bookings, sponsored attendees, board members and international travel;

Coordinates production and maintenance of event specific materials and manuals;

Participates in on-going meetings with, and evaluations of, external vendors; assists in resolving issues with project schedules, resources, or budgets;

Creates and maintain CVENT sites for assigned events; participates in standardizing project infrastructure, including policies, project plans and tools, and standard operating procedures, across all Events Department programs and projects; coordinates post event reporting process:

Processes invoices, final budgetary reports; cost analysis and attendee reimbursement and follow up; Organizes and maintains operational files both in hard copy and electronically for assigned events

Maintains Events Calendar including; department travel, current foundation sponsored or managed events, pertinent NIH events, speaking/presentation engagements of senior staff, and relevant trade events.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

### **MINIMUM QUALIFICATIONS**

Work requires a Bachelor's degree with three to five years of events planning, logistics or coordination experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of fundraising in a non-profit environment.

Knowledge of modern office practices, procedures and equipment.

Knowledge and proficiency in Microsoft Office package and programs.

Ability to demonstrate tact and diplomacy when working with others.

Ability to maintain a working budget.

Ability to communicate effectively both orally and in writing.

Ability to demonstrate initiative and work independently.

Ability to multi-task and handle multiple projects at one time.

Ability to perform under pressure or within tight deadlines.

Ability to assist with tasks at all levels.

Ability and flexibility to travel, as necessary.

Skill in demonstrating creative and strategic thinking.

### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.