

Economic Alliance Snohomish County

JOB DESCRIPTION

JOB TITLE: EVENTS COORDINATOR

EXEMPT:	Yes	SALARY: \$55,000 - \$65,000 annually DOE, plus excellent benefits
DATE:	11/3/2021	
REPORTS TO:	Senior Manager, Communications & Marketing	
SUPERVISES:	None	

Economic Alliance Snohomish County (EASC) is a catalyst for economic vitality, resulting in stronger communities. EASC creates community, partnerships, business, and sustainability for Snohomish County residents to thrive. The Events Coordinator builds community and partnerships through impactful events. Are you passionate about your community? Is planning and details your jam?

Economic Alliance is seeking a collaborative individual who wants to grow their career with a passionate team. Under the direction of the Senior Manager, Marketing Communications and in direct collaboration with the Director of Investor Relations, the Events Coordinate will successfully impact the community through executing dozens of events annually of varying size and scope. This highly visible role helps further the mission of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The coordinator has primary responsibility and is accountable to the following items:

- Plan and execute high-visibility events and conferences with business, elected officials, and community leaders within the event scope
- Build partnerships to leverage sponsorships opportunities to meet goals
- Create partnerships to execute networking and celebratory events in community
- Serve as the point person for staff, speakers and volunteers leading up to the event and the day-of-event to ensure a smooth and enjoyable experience for all
- Develop budget for events and execute planning within the event parameters
- Attend community events to represent EASC and serve on committees as requested

Works 60% of the time in the office (temporarily remote) and 40% out of the office.

SUCCESSFUL CANDIDATES WILL:

- Bring passion and energy to event planning
- Have excellent customer service and problem-solving skills
- Master of juggling multiple projects
- Loves to collaborate and able to own the event space
- Strong attention to detail
- Ready to adapt in constantly changing environment, run Zoom and in-person events

- Preferred strong knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Microsoft Dynamics
- Preferred working knowledge of social media platforms (Twitter, Facebook, LinkedIn), Constant Contact and Adobe Creative Suite.
- Willing to work outside of normal business hours to setup, execute and teardown early morning and evening events when needed

EDUCATION AND/OR EXPERIENCE:

- Associate or bachelor's degree preferred
- Preferred previous event planning experience
- Collaborating and communicating with diverse partners from different communities, industries, and roles within an organization
- Preferred ability to develop and manage event profit and loss statement

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

SUPERVISORY RESPONSIBILITY:

None

SAFETY RESPONSIBILITY:

Duties shall include observing all Organization health, safety, and environmental rules, ensuring that employees are provided with full information on area specific safety issues, all unique hazards are identified, and employees are provided with the proper equipment to carry out their job in a safe manner. Also, the entire work area must be maintained to a high standard of housekeeping and low incidence of physical hazards and all accidents must be promptly reported to leadership.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee will be required to sit; use their hands and arms; and talk or hear; and focus on objects close-up. The employee will also be required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee may be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

ENVIRONMENT:

Normal business office conditions generally prevail. The noise level is usually low to moderate. Employee may be working in a cubicle, enclosed office, or open area. Floor may be carpeted or bare.

EMPLOYER'S RIGHTS:

This job description is not a contract for employment and either party may terminate employment at any time. The job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Economic Alliance Snohomish County reserves the right to revise the job description at any time.

Proof of vaccination is a requirement of employment.

Economic Alliance is an Equal Opportunity Employer.