

Event Coordinator/Manager

Our Cornerstone at Hope Center is looking for an Events Professional who conducts short- and long-term planning and management for events and sales from simple to complex engagements. Role includes developing, managing, and implementing effective marketing plans for generating event activities, revenues, and day-of execution. This role will require an individual that possesses an entrepreneur spirit.

Responsibilities

Devise and execute creative marketing and communications strategies to generate and support events

Develop and implement concept design, planning, logistics and execution of on-site events

Establish and maintain relationships with clients, vendors, and facility management

Coordinate with vendors and on-site production teams to put on live and filmed events

Plan event details and aspects, including seating, dining, logistics, facility use, and guests

Create reliable financial reports for invoicing, payables, and collecting payments on time

Manage and report all event related costs and income

Manage events and addressing potential problems that may arise

Plan for potential scenarios that could impact the integrity of the event

Maintain a working knowledge of the complex needs of a wide variety of events

Skills & Requirements

High energy, fun and creative. Self-starter, inspired by ideas but team oriented. Visionary.

Experience with small to medium scale live-events and/or other on-site activities, ranging from but not limited to: multi-day symposiums and conferences, wedding related events, lunch and learns and briefings, webinars, community events, banquets, and private gatherings

Strong organizational skills; goal and deadline oriented

Strong communications skills. Able to articulate ideas easily, express self fluidly and easily captures others' ideas. Good writing and note taking skills

Experience with MS Office tools such as PowerPoint, Excel and Word

Experience with graphics design software a plus

An understanding of multimedia and AV equipment and other event tech (apps and technology) used for events

A strong interest in emerging and disruptive thinking preferred

Job Type

Contractor, 1099 self-employed

Salary

Commission based for most activities.

Experience

Marketing Strategy: 2 years (Preferred)

Marketing Communications: 2 years (Preferred)

Event Coordination: 2 years (Preferred)

Work authorization

United States (Required)

Full background check and conforms to all State of Ohio health requirements for employment

Employee Benefits

None

Schedule

As needed, self-managed

Reports to

Director of Operations and Facilities Director