



ROCHESTER A.B.O.V.E. POSITION DESCRIPTION

Title: Events Coordinator
Position held by:

PRIMARY FUNCTION:

To provide technical assistance in planning the event(s) and assist in planning & development for all details of the event(s).

DUTIES & RESPONSIBILITIES:

- Assists with planning and implementation of the event.
- Solicit and Liaise with vendors/exhibitors during the event planning process to ensure everything goes in order.
- Develop diagrams for event set-up.
- Identify the organization's requirements and expectations for each event.
- Manage all event set-up, tear-down and follow-up processes.
- Maintain event budgets.
- Book venues, photographers, videographers and schedule speakers.
- Conduct final inspections on the day of the event to ensure everything adheres to the organization's standards.
- Assess the event's overall success and submit findings and report.
- Maintain collaborative working relationship with the board/committee members.
- Work closely with and assist Facility and Grounds Coord. And Marketing and Promotions Dir. with planning & development.
- Create & manage event mailing/email list.

REQUIREMENTS:

- Must have the ability to stay calm under pressure
- Must be flexible, reliable, organized & creative
- Must be proficient in computers
- Must have the ability to work independently as well as in a group

- Must be able to multi-task.
- Must be able to facilitate programming actions in a timely manner
- Attend board/committee meetings and events