



Position: **Event Coordinator**
Reports to: **Manager, Event Operations**

RESPONSIBILITIES

- Assist Event Managers with pre-planning logistics and managing specific deadlines, while working on multiple programs
- Manage, lead and execute shipping and receiving for all events both domestically and internationally
- Lead the planning for internal company events including the MidYear and End of Year companywide in-person events
- Manage the master calendar of programs and track all necessary program supplies, uniforms and print jobs required for ship out to the program
- Work directly with event staff contractors for office related projects, including event mailers, program shipments and special projects
- With specific direction, contact hotel sales offices, hotel catering departments, DMCs, venues, activity providers, and vendors/suppliers to research and gather information and costs
- Conduct site searches for specific elements of an active program as requested
- Collaborate with internal teams to increase knowledge, attending in-office hotel/supplier presentations and industry events
- Maintain workload balance and workflow effectiveness by creating and sticking to timelines
- Attend internal and client facing meetings as requested, documenting action items from these meetings
- Assist with Operations special projects as needed

SPECIFICATIONS

- Strong team player, working on-site in the office in Emeryville full-time; remote work is not permitted for this role
- College degree, or equivalent experience, required
- One year of industry experience preferred
- Prioritization skills, working on multiple projects in a fast-paced and creative environment, working well under pressure
- Meticulous organizational abilities, with effective verbal and written communication, interacting with clients and vendors in a professional manner
- Self-motivated, and the ability to adapt to challenges and opportunities with a solution-oriented perspective
- Computer skills required:
 - Proficiency in Microsoft Office Suite (Word, Excel, PPT)

LOCATION OF POSITION

Emeryville, CA