

On Point Reentry Consortium: EVENT PLANNER

This is a volunteer opportunity,

We are looking for a successful and enthusiastic Event Planner to produce events from conception through to completion. Event Coordinator responsibilities include providing outstanding customer service and organizing memorable events that meet quality expectations.

Responsibilities

- Event planning, design and production while managing all project delivery elements within time limits
- Liaise with clients to identify their needs and to ensure customer satisfaction
- Conduct market research, gather information and negotiate contracts prior to closing any deals
- Provide feedback and periodic reports to stakeholders
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
- Ensure compliance with insurance, legal, health and safety obligations
- Specify staff requirements and coordinate their activities
- Cooperate with marketing and PR to promote and publicize event
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Conduct pre- and post – event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest

Preferred Experience

- Proven experience as an Events Planner or Organizer
- Impressive portfolio of previously managed events (weddings, meetings, parties, corporate events)
- Excellent time management and communication skills
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- Willing to submit references from previous clients

Scheduled Dates: Beginning planning 6 months out for Summer Event

Meeting Times: For planning this event prior to summer – Meet once a week for 2 hours