

## **Event Planner**

### **Job Summary:**

Provides support within the Marketing & Events team to ensure streamlined function within the department when planning galas across the country. The Event Planner reports to the Director of Content and Production and works evenings and weekends when necessary.

### **Education:**

Bachelor's degree.

### **Experience:**

- Excellent organization skills.
- Experience in either events or in the non-profit industry. Both is a plus.
- Ability to manage multiple projects and work assignments simultaneously.
- Excellent interpersonal skills in person, by phone, over video-chat, and by email.
- Intermediate knowledge of Microsoft Outlook, Word, Excel, PowerPoint.

### **Skills and Abilities:**

- Ability to communicate professionally and clearly.
- Superior organization skills and attention to detail.
- Quick learner.
- Strong reading comprehension and basic mathematic skills.
- Demonstrate the following competencies: teamwork, communication, flexibility - willingness to work flexibly in response to changing executive and organizational requirements, decision making and problem solving, resource and project management and confidentiality.

### **Essential Job Duties:**

- Coordinate and execute Regional Annual Galas and other special events.
- Review and negotiate vendor contracts.
- Draft letters, emails and correspondence.
- Set up and maintain office systems, records and files (electronic and manual).
- Coordinate meetings, internal and external, as requested.
- Generate estimates and non-deductibles for galas.
- Maintain and generate gala timelines.
- Take notes at event meetings about lessons learned from galas, missions events, etc.
- Maintain expense and budgets.
- Process check requests and ensure that payments are being sent out on time
- Performs other duties when requested.