

Events Coordinator

Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

Job Overview

The Corporate Events Coordinator's responsibilities include-from conception through to completion-managing the booking and execution of client rentals of our facilities' event spaces; planning, organizing, facilitating, and managing a broad range of in-house corporate and community-related functions, including conferences, workshops, meetings, parties, book signings, plays, concerts, corporate giveaways, and other events produced by the production arm of the company. Responsibilities also include devising ways and means of increasing the number and rate of client bookings, managing the building up of/increase to client rentals, and, tracking and monitoring the budgeting and profitability of each of the facilities' event space rental revenue streams. The Corporate Events Coordinator reports directly to the Operations Manager.

Essential Duties and Responsibilities:

Corporate Events

- In collaboration with the CEO plan, design, organize, produce, execute, manage, and facilitate all corporate-produced events-including decor, entertainment booking, catering, transportation, guest lists, equipment, promotional materials, security, etc.
- Identify corporate event planning needs/ensure event design and execution goals are met
- Develop event timelines and budgets; oversee event expenditures to stay within or below budget; allocate time and budget resources to achieve planned outcomes; coordinate post event reporting of final budget and cost savings/cost avoidance.
- Propose ideas to improve services and event quality
- Develop event project management process including plans, agendas, and production calendars to present to event leaders; utilize planning documents to keep staff on task/on time; track and report progress, evaluate results to ensure financial and strategic objectives are consistent with goals; coordinate post event reporting of successes, opportunities; oversee logistics planning and execution, pre and post-event; provide feedback, periodic reports to manager and CEO
- Oversee the content, promotional materials and development and production of on-line registration website, invitations, speaker presentations, and collateral to ensure materials are professional and appropriately reflect the brands' standards and event expectations
- Negotiate contracts with vendors or sponsors to obtain the best value and reduce risk
- Promote, publicize, generate interest in corporate-produced events
- Proactively manage arising issues/troubleshoot emerging problems on event days
- Ensure compliance with insurance, legal, health and safety standards and obligations
- Other operational-related duties as assigned

Client-Booked Events

- Oversee all booked/contracted events held at corporate-owned facilities to ensure corporate responsibilities are executed seamlessly
- Manage website booking app to ensure timely responses and scheduling of appointments
- Interview and background check event space rental applicants, review applications, meet with potential and contracted clients
- Develop client/event management/oversight process including plans, agendas, and calendars-share with in-house event leaders; evaluate event results to ensure financial and strategic objectives are consistent with projections; coordinate post event reporting of successes and opportunities pre- and post-event; provide feedback/outcome reports to Operations Manager and CEO
- Coordinate with department leaders corporate and client needs for contracted facility rental spaces' set-up, execution, equipment rentals, tear downs, security, etc.
- Conduct research on, gather information about, and negotiate details of clients and client contracts prior to closing deals
- Propose ideas to improve quality of corporate-provided services to client
- Liaise with clients to identify their needs and ensure customer satisfaction
- Oversee all client-booked event details pertaining to clients' third-party caterers, entertainers, house-rented equipment, etc.
- Proactively manage arising issues/troubleshoot emerging problems on client contracted event days
- Ensure compliance with insurance, legal, health and safety standards and obligations
- Other events-related duties as assigned

Qualifications, Skills, and Requirements:

- Highly creative thinker with a keen focus on overall event experience
- Proven ability to conceptualize, manage, and execute on the full event lifecycle
- Proven comfort with managing contracts
- Strong attention to detail, timeliness, and impeccable customer service
- Ability to remain level-headed and calm in stressful situations
- Ability to lead, motivate and influence event team members
- Strong written and verbal communication skills
- Strong communication and interpersonal skills

Education, Training and Experience:

- Event Planning Certification preferred (CMP, CSEP, CEPS, etc.)
- 5+ years of experience managing corporate events and meetings

Compensation and Other Information

- Salary range: Starting at \$40,000 annually (plus bonus potential)
- Start date: Immediate
- Inner-city travel required (within Atlanta area); some weekend, night hours required
- In-person office work schedule