



JOB DESCRIPTION: EVENT COORDINATOR (full time hourly wage position)

JOB SUMMARY

Under supervision of the executive director, the Event Coordinator is responsible for assisting in the planning, coordination and implementation of events sponsored by the Fremont Area Chamber of Commerce, the CVB, and the City of Fremont.

DUTIES AND RESPONSIBILITIES:

- With the executive director, CVB marketing director, and other chamber staff, design and execute plans to produce quality events that support the mission of the FACC, CVB, and the greater Fremont area including but not limited to:
 - FACC Annual Meeting and Banquet
 - FACC Annual Fundraiser Event (Toast To Fremont)
 - FACC Business Expo
 - Fremont Bull Riding Classic and Cowboy Expo
 - Conventions
 - Meetings
 - Career Fair
- With the chamber's partners, identify and develop new events that meet the strategic goals established by the chamber and its partners.
 - NSAA Events
 - Agriculture Events
 - Rodeos
 - Clubs and Associations
- Assist the CVB Marketing Director to produce sales and marketing plans to promote utilization of market resources.
- Create staffing and volunteer plans to support event productions.
- Communicate effectively with CVB Marketing Director, Executive Director, and other parties to assure successful event productions.
- Using FACC resources, coordinate event productions with other interested community partners.
- Provide appropriate reporting and feedback on projects and events in progress or development.
- Follow guidance and direction of CVB Marketing Director and Executive Director to fulfill job responsibilities.
- Organize and communicate with volunteers to support event administration and execution.
- Conduct post-event analysis with chamber or CVB volunteers for evaluation and improvement.

OTHER DUTIES:

- Pursue professional education and development opportunities.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- High School Diploma
- Minimum of three years office experience with emphasis on project or event coordination.

LICENSES OR CERTIFICATES

- Valid Nebraska Driver's License.

Event Coordinator, Continued

COMPETENCIES

The selected candidate will demonstrate the following competencies:

1. Job knowledge
2. Exceptional work ethic
3. Commitment to customer service
4. Flexibility and adaptability
5. Team player

KNOWLEDGE, SKILLS AND ABILITIES

- Adaptable, flexible, determined, and unflappable.
- Skill in operating a personal computer and utilizing business software applications.
- Ability to administer a project budget, and allocate limited resources in an efficient, cost-effective manner with demanding deadlines.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to prepare and present clear and concise reports.
- Ability to establish and maintain effective working relationships with colleagues, supervisors, professional associations, government officials, media, businesses and the hospitality community.
- Ability to assist in preparing and implementing tactical plans.
- Maintain physical condition appropriate for the performance of assigned duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physical requirements include visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment.
- Conventions, exhibit staffing, and exhibit assembly.
- Subject to sitting, walking, and standing, sometimes for sustained periods, to perform the essential job functions.
- Ability to perform physical activities to accomplish the work including lifting objects up to 35 pounds.
- Travel as necessary to accomplish established goals of the organization.
- Working conditions are mainly in an office environment with frequent events, conventions, and meetings at various sites.

COMPENSATION

- Hourly wage - \$10 to \$11 per hour depending on experience and qualifications
- Health Plan
- 401k
- Section 125 Plan
- Paid Vacation
- Sick Leave