

# Event Coordinator

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## **Duties**

Coordinate every aspect of symposium event to make sure that it occurs without a hitch. Duties will include managing details like managing the event location, arranging the schedule, managing speakers, coordinating vendors and food sponsors, procuring accommodations, coordinating special guest needs, working with InPower event managers for marketing materials (products, invitations, flyers, advertisements), and arranging transportation for special guests and attendees. Coordinator is expected to be onsite the day of the event to oversee set-up/take down or perform the set-up themselves, and to troubleshoot any issues that may arise. Event coordinator will work with the volunteer coordinator to be sure all activities are fully staffed.

## **Required Skills**

Must have experience in event coordination. Must have familiarity with Feed Denver and urban and sustainable farming concepts, practices, and procedures. Event coordinator must be detail-oriented and very organized to manage the many details of the event. Written and verbal communication skills are important because event coordinators must be able to interact with a variety of people ranging from vendors to company management to attendees. Event coordinators must be able to work under pressure and be willing to work with tight deadlines. An event coordinator must also be flexible and capable of multi-tasking since many of the actions required to manage an event must be arranged concurrently. Finally, an event coordinator must be prepared to work long hours.

## **Supervisory Duties**

Event coordinator act as supervisor for volunteer coordinator and volunteer staff. Event coordinator will serve as the liaison between symposium and other event teams and staff.

## **Record Keeping**

Event coordinator will maintain a database of attendees, vendors, and community relations.

## **Reports**

Volunteer coordinator will create reports for management and recommend changes that would be beneficial for the volunteer program.

## **Remuneration:**

Part time up to event week; bonus opportunity.

## **Apply:**

Please submit your resume and cover letter to [info@feeddenver.com](mailto:info@feeddenver.com)