



Events Coordinator

Mitchell College is seeking applications for the position of Events Coordinator. S/He will be a dynamic individual primarily responsible for coordinating and insuring the highest quality of all college events from conception to completion, as well as working with the Director of Dining Services to build the portfolio working with Mitchell College constituencies as well as external clients. The Events Coordinator will organize facilities and coordinate and manage diverse event details such as menu development, decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, marketing and promotional materials etc.

The ideal candidate is a creative, logistically oriented and highly motivated self-starter with superior organization, communication and time-management skills. S/He should be comfortable executing multiple tasks simultaneously in a fast-paced, team environment.

Snapshot of Responsibilities and Duties:

- Responsible for coordinating and maintaining the calendar of events occurring on and off campus. Help to maximize the use of the campus events in accordance with policies by the administration.
- Coordinate all event planning logistics and onsite event logistics, including all amenities and accommodations including site selection, food, audio/visual equipment, registration and proper event staffing.
- Maintain marketing events calendar and regularly communicate updates to relevant stakeholders.
- Work with college department budgets to coordinating and execute on campus events.
- Be a key point person in cross-departmental awareness, promotion, and communication of events
- Work with the community and be involved with the local chamber of commerce to develop community relationships and build use of the college campus.
- Maintains product and service quality standards.
- Order and coordinate event materials and displays
- Insure compliance with insurance, legal, health and safety obligations.
- Develop catering packets and menus to fit the needs of our clientele.
- Booking blocks of rooms for outside guests and camps in line with College policies.
- Builds the book of catering business with parameters established by the College.
- Oversee all aspects of catering service programs, promotions and events.
- Respond to customer complaints in person at the time of the complaint or via e-mail for electronically received complaints.
- Propose ideas to improve provided services and event quality.
- Conduct pre and post event evaluations and report on outcomes.
- Other duties and special projects as assigned.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization or other non-merit factors.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee frequently is required to reach with hands and arms. The employee is required to stand and walk. The employee must lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Hand-eye coordination is necessary to operate computers.

Required Education and Experience:

- At least 4 years professional experience overseeing and coordinating a conference or catering facility
- Experience supervising professional staff;
- Proactive and teamwork oriented approach to problem solving;
- Excellent speaking, presenting and teaching skills;
- Outstanding organizational skills;
- Excellent communication (both oral and written) and interpersonal skills, along with the ability to establish and maintain effective working relationships with students, faculty, and staff; and
- Experience leveraging technology such as POS systems, Microsoft Office and Cvent.

Key Skills / Knowledge:

- Ability to read, analyze, and interpret the most complex documents;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

This is a full-time, FLSA exempt level position with standard College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by July 13, 2018 to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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