

JOB POSTING

EVENT COORDINATOR



The Community House, a multifaceted non-profit organization located in Hinsdale, is looking for a part time (approximately 25-29 hours per week) Event Coordinator to join our team of dedicated, enthusiastic, service oriented professionals.

Our Event Coordinator coordinates the use of multiple spaces in our 48,000 square foot facility for meetings, personal special events, and business/nonprofit events. The Event Coordinator will use their event expertise to work closely with a client creating an unforgettable experience of our venue for all attendees. The Event Coordinator plays a critical role in developing creative and strategic event solutions for our clients, developing and maintaining positive vendor relationships, and providing outstanding customer service.

What You Will Do

- Provide excellent customer service to our customers and to internal staff in coordinating their space and event needs using an electronic scheduling system
- Effectively and efficiently manage the needs and details of multiple simultaneous events of external customers and internal staff
- Delegate tasks and responsibilities through excellent oral and written communication to appropriate resources, specifically to the teams responsible for direct coordination of event day details
- Build, develop and grow vendor relationships vital to our guests
- Financial management, including monthly usage reports, budget creation, monitoring revenue/expense performance, and accurate and timely billing
- Counsel clients on best practices and contribute innovative and effective ideas to ensure success of their events
- Take accountability to review and ensure adherence to all documents, contracts and agreements

This Role Might Be for You If...

- You understand the full scale of operations that goes into planning an event, including knowledge of logistics, marketing, customer service and financial management
- You have the ability to work directly with clients in a responsible, appropriate and service-oriented manner
- You demonstrate flexibility and problem-solving skills
- You have demonstrated ability as a valued team member and ability to work independently to best serve clients
- You possess the ability to effectively prioritize and execute tasks conforming to shifting priorities, demands and timelines
- You are highly detail oriented and exhibit the ability to coordinate several projects simultaneously
- You possess strong written and oral communication skills
- You have strong interpersonal skills and a high degree of responsibility, initiative and professionalism
- You have strong prioritization and time management skills

Qualifications: Bachelors Degree preferred
2 years experience in event planning or related field

Workflow: Approximately 25-29 hours per week, flexibly scheduled
Occasional Evening and weekend responsibilities to ensure success of major events

Please submit resume to Dan Janowick, Operations Director, djanowick@thecommunityhouse.org