**Event Coordinator I - Institute for Public Health - 39048**

**EOE Statement**

Washington University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status.

**Job Type/Schedule**

This position is full-time and works approximately 37.5 hours per week.

**Department Name/Job Location**

This position is in the Institute for Public Health. This position is for the Medical School Campus.

**Essential Functions**

**POSITION SUMMARY:**

We are seeking a successful, enthusiastic Event Coordinator to plan and coordinate large and small events and meetings from conception through to completion providing outstanding customer service and meeting quality expectations of the Institute for Public Health and its stakeholders. Key functions of this position are to organize events, schedule meetings, and work closely with our communication staff to align event and meeting related communication and marketing objectives. Events and meetings include but are not limited to conferences, lectures, workshops, and visiting speaker presentations, as well as small group meetings.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Coordinate all aspects of the event and meeting planning process and logistics, including event details such as vetting potential dates and times, venue identification, booking venues, venue preparation/set up and takedown, signage, catering, guest lists, invitations, correspondence and RSVP, on-site registration and attendee tracking, transportation for outside speakers, collaboration with vendors, event/visitor itineraries, special guest requirements, event volunteer needs, AV needs, and all necessary equipment (e.g. computer, microphones, video, etc.).
- Liaise with event sponsors and clients to accurately identify their needs and ensure customer satisfaction.
- Coordinate and monitor internal and external event timelines to reduce potential overlap with concurrent events and ensure deadlines are met.
- Work closely with the Institute’s leadership and business staff to ensure adherence to event budget guidelines. Research price estimates for events and meetings (e.g. venue and catering price). Track and monitor all event related expenses.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
- Ensure compliance with insurance, legal, health and safety obligations.
- Work closely with the Institute’s communication staff to identify event related communication needs and opportunities, and execute activities to promote and publicize events within internal communication guidelines. This may include, but is not limited to:
  - Gathering event details from event sponsors for promotion.
  - Liaising with internal and guest speakers to obtain and format bios, headshots, and presentation slides and identify AV needs.
  - Coordinating activities for release of any event related media.
  - Coordinating material development, finalization and in-house or contracted printing for event promotion (e.g. flyers, posters, banners), as well as event facilitation (e.g. agendas, programs).
  - Posting event related social media and website updates.
- Conduct event evaluations and reporting on outcomes such as registration vs. attendance and satisfaction.
- Provide feedback and periodic reports to stakeholders.
- Perform other duties as assigned

**Required Qualifications**

High school diploma with 3 years of relevant work experience in hospitality, tourism, or event planning.

**Preferred Qualifications**

- Bachelor’s degree in hospitality, tourism, event planning or related fields such as marketing, communication or public relations
with 2-3 years of relevant work experience.
- Proven experience as an events planner or organizer.
- Positive attitude and ability to stay calm under pressure.
- Proactive approach to handling any challenges that might arise and ability to quickly troubleshoot any problems.
- Proven ability to successfully coordinate all elements of events within time limits and on budget.
- Demonstrated ability to work effectively with others.
- Excellent time management and communication skills.
- Demonstrated ability to manage multiple projects independently.
- Proficiency in Adobe Creative Cloud and Microsoft Office.
- Experience using event registration systems such as Eventbrite, e-newsletter systems such as MailChimp, and web editing software such as WordPress.

**Salary Range**

The hiring range for this position is $18.44 - $23.52 per hour.

**Benefits**

- Retirement Savings Plan
- 22 vacation days
- 8 Paid Holidays
- Sick Time
- Tuition benefits for employee, spouse and dependent children
- Free Metro Link/ Bus pass
- Free Life Insurance
- Health, Dental, Vision
- Health Savings Accounts (HSA)
- Long Term Disability Insurance
- Flex Spending Plan
- Other Benefits

Human Resources website (hr.wustl.edu)