

Granite State Dairy Promotion

Job Description: Part-Time Event Coordinator

Working under the supervision of the Executive Director, the Event Coordinator plays an important role in ensuring events are organized and executed smoothly from start to finish. You will work closely with event hosts to establish logistics, expectations, and oversee all aspects of event planning including the ordering, pickup, and delivery of dairy products to and from events. You will be responsible for event set-up, breakdown, and interacting with the public. Our ideal candidate is familiar with the dairy industry and will preferably have previous experience in agriculture, but we are willing to train the right person. Weekends are required.

Duties and Responsibilities:

- Distribute dairy products at athletic events, open barns, or other community events
- Set up and dismantle events efficiently
- Keep and maintain an inventory of equipment and materials needed for event success
- Responsible for keeping automobile and event equipment clean, sanitary, and maintained
- Ordering, pick-up, and delivery of dairy products to and from events
- Able to perform physical labor and lift up to 50lbs
- Interact with the public in a friendly and professional manner
- Generate and complete event reports and relevant documentation

Minimum Qualifications:

- At least one year of relevant professional experience preferred
- Able to multi-task
- Excellent organization and communication skills
- Friendly and professional demeanor
- Proficient in Microsoft Office
- Valid driver's license
- Available to work Fridays and a minimum of 15 weekend events per year

Please email resumes to amy@nhdairypromo.org