



JAC LIVE EVENT COORDINATOR

Role Title: JAC Live Event Coordinator; Full Time Salary
Reports To: JAC Live Event Director

Role Description

Under the direction of the JAC Live Event Director, the Event Coordinator is responsible for planning and administering assigned JAC Live special events.

Essential Duties and Responsibilities

- Coordinates various JAC Live events and projects.
- Assists department directors and supervisors with the proper management and coordination of event activities.
- Functions as liaison between JAC Live Staff and clients.
- Ensuring efficient and effective communication regarding delivery of all services to clients
- Presenting event-related information in a concise, professional, and accurate manner
- Assuring that event setups are in accordance with client agreements
- Assists Event Director with client agreements and contracts
- Updates and maintains event calendar (availability, holds, and distributes information as needed.)
- All other duties assigned by Event Director, Vice President and President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- A High School Diploma or GED is required.
- A Bachelor's Degree from an accredited four-year college or university is preferred
- Event coordination/management experience preferred
- Must be able to lift and carry thirty pounds.
- A valid Driver's License is required; access to a vehicle, local travel required.
- High level of professional ethics.

Knowledge, Skills and Abilities

- Ability to develop relationships with organizations and non-profit groups
- Ability to work well with others and under the direction of a designated supervisor
- Ability to maintain confidentiality
- Effective verbal and written communication skills
- Excellent attendance and punctuality
- Excellent organizational skills
- Proficient in Microsoft Office platform
- Ability to work a flexible schedule that includes emergency responses, late evenings, weekends, and holidays.
- Equally proficient working autonomously or with a team