

TITLE: Event and Communication Coordinator

REPORTS TO: Director of Member Services, CEO

FUNCTION:

The coordinator is responsible for ensuring successful, well-executed programs and events for Pi Sigma Epsilon. The coordinator works with faculty, staff, and external constituents to ensure that all events are executed to a standard of excellence. The coordinator reports, documents and files all details related to events to ensure continuity if they are repeated in the future. The coordinator also works in conjunction with the Director of Member Services to successfully market and promote events using email lists, social media accounts, etc; and also works to achieve and coordinate proper event coverage after the fact including photography and videography at the event, and organizes and assists with any media coverage.

DUTIES AND RESPONSIBILITIES:

1. Work with staff, corporate partners, volunteers, and students including:
 - a. Reserving appropriate meeting space
 - b. Coordinating catering, audio/visual, parking and set-up needs
 - c. Coordinating announcements, invitations, guest responses, and programs using web-based technology where appropriate
 - d. Assist in promoting events through social media, web pages, and print media.
 - e. Obtaining, managing and paying invoices associated with events.
 - f. Securing and processing all contracts necessary for event, including speaker agreements, hotel agreements, etc.
 - g. Making travel and hotel registrations for speakers and guests as needed.
 - h. Hosting event table and providing onsite assistance the day/days of events.
 - i. Being accessible throughout the event for emergencies, questions, concerns, information, and assistance that pertains to event/program.
 - j. Maintaining a file of documentation containing details of all events.
 - k. Working with volunteers, board, and staff to achieve good pre- and post-event marketing and publicity.

2. Maintain an internal events calendar including the addition of information from various departments and centers within the college.

3. Serve as a consultant to staff in all college departments and centers regarding event planning and coordination.

4. Create event marketing and communications materials, and provide graphic design, photography, and video assistance as needed for events and other college projects.

5. Work with Director of Member Services, when applicable, to achieve communication objectives and the maintenance of brand integrity.

6. Perform other duties and responsibilities as required, assigned, or requested.

Desired Skills and Qualifications

- Bachelor's degree required, along with 1-3 years of experience in event planning.
- Familiarity with MSOffice Suite.
- Knowledge of and skills in social media and web-based registration applications.
- Knowledge of Adobe Creative Suite (Photoshop, Illustrator, and InDesign) is helpful.

- Familiarity with photography and videography is helpful.
- Must possess strong skills in communication, both verbal and written, including the ability to understand different writing styles relative to various media
- Good organization, project management, budget management, analytical and analysis skills
- Must display the ability to work independently, understand the audience with whom communicating and adapt as appropriate, be flexible, multi-task, provide attention to detail, prioritize work and plan ahead.
- Must be available for weekend or evening hours as needed.
- Candidate must be willing to move to Milwaukee, Wisconsin.