



## Job Description

### Events Coordinator/Office Administrator

**Overview:** Whether it is a small wedding, community informational luncheon, multi-day conference, sporting event, or banquet style non-profit fundraiser, Genesis Consulting Group infuses creativity, excellence, and organization into the experience to ensure that it is right from the beginning. Genesis helps non-profit and for-profit clients find ways to increase their effectiveness through program evaluation, capacity building, and niche marketing strategies.

**General Description:** The Events Coordinator/Office Administrator is responsible for the planning, producing, managing and coordination of client events at Genesis Consulting Group. Additionally, this position is responsible for the development and implementation of the marketing and public relations plans of Genesis and its clients, including, social media, website updates and event management software systems. This position will coordinate the administrative functions for clients. This is a contracted position that works 30-40 hours a week. The hourly rate ranges from \$17-20, depending on experience.

#### Job Duties/Responsibilities:

- Coordinate event logistics, public relations, advertising and collateral material design, production and distribution
- Manage an events project management tracking system
- Create and implement, from start to finish, a marketing strategy for events
- Set-up & manage a variety of guest registration systems
- Daily usage with Microsoft Suite, including creation of Excel spreadsheets with formulas
- Lead a team of volunteers that are providing support with events
- Provide professional vendor relations with a variety of vendors who provide services for Genesis
- Create professional internal, external and public communication documents to be used for clients
- Write, submit and follow-up to ensure placement on press releases and stories to established contacts with local media
- Set up and tear down events and inventory of event supplies
- Development of a run of show for events
- Schedule meetings for the Genesis team and clients
- Manage inventory and office supplies and equipment

#### Requirements:

- Ability to read, analyze and comprehend professional documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to write a business letter, an article, and a press release
- Comfortable and competent in making presentations to groups
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Ability to lift up to 25 pounds without assistance
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

#### Qualifications:

- Minimum of 2 years experience in a special events or marketing position preferred
- Experience in development of sponsorships, marketing, and public relations strongly preferred
- Education: A 2-year hospitality degree desirable
- Experience managing events in a virtual platform is preferred
- Submit cover letter and resume to [ssconsultinggr@gmail.com](mailto:ssconsultinggr@gmail.com) by September 27, 2022.

#### Benefits:

- Technology stipend for personal cell phone usage
- Hybrid work location: in-office and off-site
- Technological equipment and supplies provided