

Job Description
Event Coordinator
Cyber Innovation Center

This position will require handling a wide range of administrative and events support related tasks. Employee must be able to work independently with little or no supervision. This person must be exceptionally well organized, flexible, and enjoy the administrative challenges of supporting and working with military and government employees and programs.

In this position, you will interact with staff and event guests (at all levels) in a fast-paced environment, sometimes under pressure. Remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

POSITION REQUIREMENTS:

- Proven experience as event coordinator
- A proven track record of organizing successful events
- Strong communication skills, both written and verbal
- Proficient in MS Office, including Word, Excel, PowerPoint, and Outlook
- Comfort and familiarity with internet search engines (Google, Yahoo, etc.)
- Strong organization and multi-tasking skills
- Positive attitude, creativity, and patience
- Able to handle stress and remain calm
- Ability and willingness to move tables and chairs and lift items weighing 25-50 pounds
- Problem-solving ability
- Occasional use of personal vehicle to pick up event supplies
- High integrity and strong moral character – in this position, you may be exposed to sensitive and confidential information and you may be required to obtain a security clearance
- Associate Degree in hospitality management, public relations or relevant field is preferred
- US Government Security Clearance. If not possessed, must be able to attain in the position.

POSITION RESPONSIBILITIES:

- Extensive calendar management, requiring interaction with both internal and external executives, assistants, and guests to coordinate meetings
- Answer Event phone and provide assistance promptly and efficiently
- Communicate and handle incoming and outgoing electronic communications on behalf of the Event Team
- Assist Event Team with all workshop logistics and administrative documents for each event
- Create, review, and update event logistics reports and documents
- Prioritize and manage multiple projects simultaneously and follow through on issues and emails in a timely manner
- Understanding requirements for each event

- Planning event with attention to financial and time constraints
- Research vendors (catering, decorators, etc.) and choose the best combination of quality and cost
- Do final checks at the day of the event (e.g., tables, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Evaluate event and submit reports
- Other duties as assigned.

WORK REQUIREMENTS:

Hours: 8 a.m. to 5 p.m., Mon-Fri (typical).

Due to the nature of the business and depending on specific event schedules, the employee will be required to vary typical work hours. Occasional weekend work could be required.

COMPENSATION:

Salary: Commensurate with ability and experience. Excellent employee benefits package.