



Job Description – Event Coordinator (Full-time; Permanent)

Job Purpose:	To provide event planning and event support for a 501(c)(6) nonprofit trade association that serves over 300 member companies in the commercial construction industry.
Reporting to:	President and Vice President
Internal Relationships:	Board of directors and stakeholders, executive management, internal department directors, managers, and associates
External Relationships:	General contractors, sub-contractors, suppliers, architects, engineers, designers, developers, vendors, industry partners
Hours:	8:30am to 5:00pm - 5 days per week
Location:	Philadelphia, PA (Center City)

Key Responsibilities

The Event Coordinator will plan and execute assigned events for the Association's members and guests. The events will range in size from 10-400+ attendees. The key responsibilities will include, but not be limited to:

- Identify the department requirements and expectations for each event. Collaborate with department leads to set revenue and attendance goals based on allotted budget.
- Manage expenses within the allotted event budget, documenting receipts, payments, and coding transactions appropriately, while collaborating with internal team as needed.
- Research venues, suppliers, vendors, and then negotiate prices and hire.
- Work with internal communications team to publicize and promote the event.
- Liaise with vendors, exhibitors, sponsors, speakers, and stakeholders during the event planning process to ensure budget compliance and deadline management.
- Work with internal marketing team to identify event A/V needs and select vendors.
- Manage and monitor event registrations; provide registration assistance and invoicing as needed.
- Select dining menus and develop seating plan, collaborating with internal team as needed.
- Determine appropriate guarantee numbers and communicate with vendors.

- Conduct final inspections on the day of the event to ensure adherence to Association standards and that the event contract obligations are being met by vendors.
- Create and disseminate agenda and event show flow documents to staff, vendors, and appropriate stakeholders.
- Manage all event set-up, tear down and follow-up processes.
- Assess the event's overall success and submit findings.
- Maintain internal tracking reports and documents.
- Provide event support as necessary, such as name badge creation and mailing flyers.
- Additional tasks or responsibilities, as assigned.

Knowledge, Skills, and Abilities

- Seeking someone highly organized, detail-oriented, and pro-active who can manage multiple projects and prioritize responsibilities. Good time management skills are required.
- Outstanding vendor management skills. Strong communications and interpersonal skills.
- Strong computer skills required – intermediate or better knowledge of office software including MS Outlook, Word, Excel, and PowerPoint. Association Management Software or Member Database software experience is preferred.
- Demonstrated success in completing tasks and projects by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and adjusting plans as necessary.
- Ability to work independently, anticipate needs, and plan ahead.
- Professional and customer service-oriented individual with uncompromising ethics.

Education and Experience Requirements

- Bachelor's degree in hospitality management or related field with at least 4 years' experience as an event coordinator, or a combination of education and relevant experience.

Responsibilities and qualifications may change at any time, with or without notice.

Work Conditions/Physical Demands

The Event Coordinator works in a typical office environment and at event venues in the greater Philadelphia region. A typical workday will include, but not be limited to: walking around the office, sitting at a desk, using the computer, using office machines, moving boxes/event supplies, and speaking on the phone. Periodically, the Event Coordinator will visit various event venues to determine their suitability for upcoming events. Association events may take place outside of regular business hours and outside Center City Philadelphia.

Application Instructions

Qualified candidates should submit the following, to the attention of Kristin DeFrancisco, via email to kdefrancisco@gbca.com:

1. Cover letter
2. Resume
3. Names/contact information for three professional references

Applications that fail to fulfill this requirement will not be considered.