

### **Event Coordinator Job Description: Windber Borough Grand Ballroom:**

Windber Borough is accepting resumes for a Part-time Event Coordinator. This person will be responsible for overseeing tasks throughout the event planning process. Their duties include meeting with vendors at the venue location to help with set-up and working with staff to ensure the completion of a successful event.

### **Event Coordinator Duties and Responsibilities**

The duties and responsibilities of an Event Coordinator center on planning and managing events of varying sizes and purposes. Coordinators must understand what it takes to make sure the logistics work out, keep everything within the allocated budget and ensure that the event itself is carried out smoothly. Essential duties and responsibilities:

- Establishing and maintaining relationships with vendors and venues
- Planning event details and aspects, including seating and entertainment.
- Creating reliable financial reports and collecting payments on time
- Remaining under budget with all costs
- Managing events and addressing potential problems that may arise
- Planning for potential scenarios that could impact the integrity of the event
- Maintaining a working knowledge of the complex needs of a wide variety of events
- Growing and marketing the Windber Borough Grand Ballroom.

### **Work Environment:**

- This job operates out of the Windber Borough Office or hybrid environment. Equipment includes standard office equipment, such as computers, phones, photocopiers, and fax machines.

### **Travel:**

- Some travel to the Windber Ballroom for showings and coordination efforts with customers, staff, and vendors, etc.

### **Education:**

- A two-year Associate Degree in Marketing or Communications or related prior event planning experience is highly preferred.

### **Salary:**

- Salary Commensurate with experience.

Resumes will be accepted at the Windber Borough Office located at 1401 Graham Avenue, Windber PA or can emailed to [rgateswindber@comcast.net](mailto:rgateswindber@comcast.net). Resume's will be accepted up until October 24, 2022.