Nonprofit Resources Position Description
Event Coordinator (Remote)

The Event Coordinator works with Account Managers and Executives at Nonprofit Resources, LLC, and in some cases directly with clients to ensure the success of in-person and virtual events. The position is fully remote, and travel may be required. Compensation for this position varies by association, experience level, and tenure.

Duties may include, but are not limited to:

- Research, goal setting, and viability assessments of events
- Handling attendee registrations and communications
- Establish event marketing and promotion plan
- Designing and finalizing critical event documents (event timelines, RFPs, post-event surveys, etc.)
- Work with nonprofit volunteer groups to ensure success of events
- Operate event tools and technology
- Identify the client's requirements and expectations for each event.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Assist with venue and location sourcing
- Manage all event set-up, tear down, and follow-up processes.
- Maintain event budgets.
- Book venues, entertainers, photographers, and schedule speakers.
- Conduct final inspections on the day of the event to ensure everything adheres to the client's standards.
- Manage speakers' materials for presentations
- Review and develop mobile event apps

Skills Required

- A detail-oriented self-starter with prior experience in business and professional services
- Someone who exhibits sound judgment with the ability to prioritize and make decisions
- Energetic and eager to tackle new projects and ideas
- Comfortable interacting with high-level executives
- Resourceful, can-do attitude
- Polite, professional, and timely written and verbal communication skills
- High attention to detail and efficient organization skills
- Ability to work with volunteer teams

Qualifications

- Bachelor's degree and/or 2-3 years of event and meeting planning experience
- Outstanding vendor management skills
- Strong organizational skills
- Proficiency in Microsoft Office
- CMP, or related credential, preferred
- Comfortable with airline travel