



**Job Title:** Events Coordinator

**Location:** 1251 W Broad St. Columbus, OH 43223 (Flexible remote as convenient)

**Type:** Part Time, Hourly, (Up to 25 hours per week)

**Compensation:** \$25.00/hour

**Benefits:** Paid Time Off/ Paid Holidays / Paid Training

**Reports to:** Development Director

The Events Coordinator is responsible for coordinating workshops and special events in support of the Development Director. As the primary point of contact for workshop facilitators and participants, this position will coordinate supplies and equipment required for workshops and events and oversee all workshop and event logistics to ensure their success. The Events Coordinator will report on the overall outcomes of workshops and events to help WAV effectively maintain the quality of our programming, and will also be responsible for capturing photo, video and audio content on site at workshops and events in collaboration with the Director of Storytelling.

### **Responsibilities**

- Implement and oversee workshops and special events, including follow-up acknowledgment.
- Coordinate logistical details with workshop leads and facilitate the ordering and distribution of necessary supplies and equipment.
- Send communications to workshop participants.
- Report on workshop and event attendance and outcomes.
- Represent WAV at special events.
- Attend workshops and events and provide direct support as required.
- Coordinate event/project logistics; publicity, including public relations, advertising and collateral material design, production and distribution, and implementing communication strategies.
- Implement post-event tracking process to enable accurate measurement of ROI from event participation.
- Participate in weekly events meeting.
- Cultivate and maintain community partner relationships.
- Collaborate with Director of Digital Storytelling in the capturing of digital, video, and audio content.



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**Requirements and Qualifications**

- Bachelor's degree preferred.
- Excellent oral and written communication skills.
- Excellent organizational and planning skills
- Exceptional listening skills
- Ability to work evenings and weekends as required for events, flexing hours during the week to stay within the position's hourly expectations.
- Computer literate with knowledge including but not limited to Microsoft Office and Zoom.
- Background with facilitating and/or assisting with Arts programming.
- Willingness to step in when/where needed in order to help agency outcomes succeed.
- Possession of a valid Ohio's driver's license
- Cleared criminal history and fingerprint check
- Passionate about healing communities through creative expression

**I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.**

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Employee Signature

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Date