



Jewish Federation of Broward County – Event Coordinator

POSITION TITLE: Event Coordinator
FLSA: Exempt
DEPARTMENT: Communications
REPORTS TO: Vice President of Communications & Donor Relations
LOCATION: Davie, Florida
SALARY: Commensurate with experience

PRINCIPAL FUNCTION:

Under the general direction of the Vice President of Communications, the Events Coordinator is responsible for executing high-level, efficient and memorable events. Maintaining relationships with vendors. Managing the events budget. Assisting with the production and administration tasks within the Marketing Department. Must have very strong social media skills.

Core Responsibilities:

- Research sites and locations and manage RFP process including contract negotiations with agents, featured entertainment, venue locations, caterers and other outside vendors.
- Assist in formulating specific goals and outcomes for event programs and service offerings and evaluate their effectiveness.
- Manage projects, assist in marketing of events and work with communications team to execute logistical arrangements.
- Manage event budgets.
- Provide logistical support directly and/or indirectly, as needed for events.
- Work collaboratively through a team approach to foster a positive work environment.
- Work with key internal contacts to maintaining marketing plans and calendars.
- Maintain brand identity and consistency through implementation of organization wide standards, procedures and protocols to protect the use of the mission statement, logo, tag line, brand requirements, etc.

QUALIFICATIONS:

Position requires a dynamic professional with vision and experience to manage events. Experience in social media marketing. Excellent written and oral communication skills. Exceptional organization skills with attention to detail, accuracy and budget management. Able to prioritize multiple tasks. Vendor relations experience preferred. Strong PC skills and a high comfort level with learning new systems & software programs. Good working knowledge of MS Office Suite, Adobe Creative Cloud/ basic graphic design knowledge (preferred). Must have valid State of Florida driver's license and proof of automobile insurance. Knowledge of the organized Jewish community, its practices and values encouraged.

PHYSICAL REQUIREMENTS:

Intermittent standing, walking and sitting with occasional periods of prolonged sitting at computer or in meetings. Must have good visual acuity to be able to use computer and ability to communicate using telephone equipment and in person. Must be available for local travel. Must be able to load and unload equipment, boxes and materials as necessary during the course of activities and events. Position requires stamina to maintain schedule of early morning, evening and weekend meetings and events in addition to the regular work schedule. Must be able to organize, prioritize, delegate and follow through with multiple projects simultaneously while focusing carefully on the details of organizational processes and deadlines as well as directing the work of others.

The job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

More information: <https://www.jewishbroward.org/portal/event-coordinator>

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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