

The Vendor Relations Event Coordinator should have a passion for events, ability to provide clear communication to the Board of Directors / Executive Director, support staff, volunteers, vendors, stakeholders, and event attendees, be an enthusiastic professional, and capable of building strong and positive relationships with vendors, stakeholders and sponsors. This position is key to the success of our organization and requires a highly organized, creative, detail-oriented and motivated person to serve as lead for event planning, management, revenue generation.

DUTIES AND RESPONSIBILITIES

- Coordinate and facilitate events for DGA
- Vendor management, recruitment and retainment, processing vendor payments
- Administrative duties, including application retrieval, organization, and approval process
- Conceptualize event themes and objectives in relation to organizational goals and initiatives
- Communicate and market event themes and details with vendors, and stakeholders
- Serve as a liaison between DGA Board of Directors, vendors and stakeholders
- Research and recommend opportunities for events and community partnerships with outside organizations
- Assist in the development and release of promotional materials for the events
- Coordinate the work activities of staff and volunteers at events
- Participate in the development of the budget for events
- Participate in the negotiation of event contracts and service agreements
- Prepare monthly reports and outcomes of events to DGA Board of Directors
- Perform other duties as assigned
- Serve as the lead for event planning, revenue generation, management, and sponsorships
- Create and manage the timeline, program and task list for events hosted by Downtown Georgetown Association
- Promotional material, including print, social media, and website
- Recruit and organize volunteers

SUPERVISORY RESPONSIBILITIES:

- Supervisory responsibility over volunteer staff at events

GENERAL QUALIFICATIONS

- Strong organizational skills
- Disciplined time management
- Communicate in a thorough, timely and professional manner
- Proficient math skills
- Budget preparation, adherence, and reporting
- Negotiate and modify event contracts for vendors, attractions, entertainment; present to DGA Board of Directors / Executive Director for approval and signing
- Ability to:
 - function professionally and appropriately (collaborate and communicate) in diverse populations
 - work independently to research, organize and execute plans
 - work long / irregular hours, including weekends and occasional nights
 - identify and adhere to timelines
- Anticipate project needs
- Discern work priorities
- Ability to create timelines and adhere to deadlines
- Assess project status and effectively communicate to DGA Board / Executive Director

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing and hearing
- Standing for long periods of time
- Walking several miles over the duration of an event
- Occasional lifting and carrying up to 50 pounds
- Work is typically performed in both standard office and outdoor environments, with exposure to adverse weather conditions

Qualifications: Required

- Proven computer skills (non-negotiable)
 - Microsoft Office (Outlook, Word, Excel and PowerPoint), database and mobile apps
- Excellent communication skills (both verbal and written)
- Willingness to learn social media promotion (Live, Tik Tok, Instagram) and website editing
- Superior time management skills, multi-tasking abilities
- Tolerate fluid situations, remain calm and professional
- Manage multiple tasks and / or events
- Budget management and negotiation skills
- Ability to work both independently and in a team environment
- Excellent interpersonal skills with a high degree of professionalism

Qualifications: Required, continued

- Volunteer recruitment and coordination and communicate expectations for quality
- Creative, and willingness to review ideas with DGA Board / Executive Director before implementing
- Work in the office (downtown Georgetown) three (3) days a week
- Be onsite during events with hours starting prior to the event and ending after the after the event as needed to allow for complete setup and tear down

QUALIFICATIONS: DESIRED

- Previous experience with
 - event coordination
 - social media promotion (Facebook Live, TikTok, Instagram)
 - working with nonprofits
- Proven track record of generating revenue from events

ORGANIZATIONAL RELATIONSHIPS

- Reports to DGA Board / Executive Director
- Supervisor to event staff and volunteers
- Stakeholders: City of Georgetown, local business owners, and organizations

SALARY

- Position is compensated through both base salary (to be determined based on experience), plus commission

CONDITIONS OF EMPLOYMENT

- Must pass pre-employment drug test
- Must pass criminal history and financial background check
- Must pass motor vehicle records check

Interested?

Send us your resume and three references, including name and contact information:
info@DowntownGeorgetownAssociationTX.org