

# Event Coordinator Job Description

## Job Summary

Empowered Black Girl Event Coordinator is responsible for planning, organizing, and executing EBG events such as the annual EBG Conference. The coordinator will manage all aspects of event planning, from developing event concepts to coordinating with vendors and sponsors and ensuring the success of the event.

## Duties and Responsibilities

- Develop and execute event concepts that align with EBG's mission and goals.
- Manage all aspects of event planning, including developing budgets, timelines, and task lists.
- Coordinate with vendors and sponsors, including venue owners, caterers, entertainment providers, and others, to ensure the success of the event.
- Develop event marketing materials, including invitations, flyers, and social media posts, to promote the event.
- Oversee event logistics, including registration, set-up, and tear-down.
- Manage event volunteers, including recruiting, training, and scheduling.
- Ensure compliance with all legal and ethical requirements related to events, including obtaining necessary permits and licenses.
- Develop and maintain relationships with event partners and sponsors, ensuring ongoing support for the non-profit organization's mission.
- Collect and analyze event data, including attendance, revenue, and expenses, to evaluate the success of the event and inform future event planning.
- Perform other duties as assigned program director

## Requirements

- Bachelor's degree in a related field, such as event management, hospitality management, or business administration preferred but not required.
- Experience in event planning and execution, preferably in the non-profit programs.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Knowledge of legal and ethical requirements related to events, including obtaining necessary permits and licenses.
- Passion for the non-profit sector and a commitment to the EBG mission.

This job description is intended to convey information essential to understanding the scope of EBG's event coordinator needs and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

