

Title: Event Coordinator

Reports To: Amanda Heisler (Manager, Events)

Department: Events

Classification: Non-Exempt

Company Information:

Origami Owl is a direct sales customizable jewelry company started by a 14-year-old girl with a big dream. Our mission is to be a force for good; to love, motivate and inspire people of all ages to reach their dreams and empower them to make a difference in the lives of others. We believe in inspiring and equipping both our sales force and corporate team to live well-balanced, successful and transformational lives. We live by the Golden Rule, and highly value family unity, respect, personal growth, positivity, and a pay-it-forward mindset.

Position Summary:

The Event Coordinator will be responsible for a variety of exciting duties as Origami Owl continues to grow. These responsibilities will vary from support of the Events team to assisting with planning and preparation for events that Origami Owl will attend frequently.

Responsibilities:

(These responsibilities must be able to be performed with or without reason accommodation.)

- Identifying new vendors, researching comparison bids, requesting contracts, developing relationships and handling vendor logistics for events.
- Assisting with budget tracking and ensuring approved bids are within budget guidelines.
- Handling the support and organization duties for the Events Department.
- Planning various aspects of all the events, from transportation to decor and VIP services.
- Managing multiple, simultaneous projects in a fast-paced environment.
- Managing event material packets, arranging shipping logistics and other pre-event duties
- Assisting with reports, data exports and customer service calls.
- Developing strong working relationships with internal departments and employees.
- Working with management team and vendors to develop and execute event décor and theme at banquets, VIP receptions and other company functions.
- Working with event venues to ensure that the contracted space and amenities are available on-time and to coordinate vendor set-up.
- Assisting with managing on-site production and clean up for events.
- Ensuring adequate staffing for events and scheduling set-up, tear-down and other crews accordingly.
- Additional event planning and production duties, including but not limited to: assisting with on-site registration, administering logistics plans, coordinating F&B and décor and working with event management to execute assigned tasks.
- Being on-site for the company's events to support the department in the overall production.

Minimum Job Requirements:

- 1-2 years' experience in a meeting/event planning role
- Bachelor's degree or equivalent professional experience
- The ability to work evenings and weekends as needed for planning or on-site at events. (some travel and a valid passport are required)
- Excellent organization and communication skills.
- Ability to effectively handle multiple projects in a fast moving, deadline demanding environment.

- Outgoing, professional personality with a team first attitude. Willing to represent the company in the event community and with vendors.
- Strong reporting skills. Familiarity with online database applications.
- Proficiency in MS Office applications including Excel, Word, Outlook and Powerpoint

While performing the duties of this job the employee must be able to sit continuously to perform essential job functions throughout the entire shift. May require walking primarily on a level surface for periodic periods, throughout the day. Requires interacting with others, interpreting spoken messages, constant keyboarding, sitting, hearing and talking are required. The employee will occasionally stand and walk, and infrequent bending at the waist, twisting of the upper body, kneeling, being mobile on even surfaces, squeezing and crouching are also required. Requires infrequent lifting and carrying of 1-25 pounds.

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.

Origami Owl is an Equal Opportunity Employer