



Job Announcement

Community Events Coordinator

The Community Events Coordinator will assist with the planning, management and execution of community events for fundraising, cultivation, and marketing on behalf of Georgia Public Broadcasting.

Candidate Qualifications:

- Bachelor's degree required.
- Three years of progressive responsibility in events management and facilitation and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.
- Strong written and oral communication skills and organizational proficiency is required.
- Excellent organizational planning and proven ability to meet deadlines; Methodical and detail-oriented with the ability to multi-task
- Proficiency with Microsoft Office Suite and Microsoft Office 365
- Working knowledge of Raiser's Edge preferred
- Excellent interpersonal skills and the ability to work well with a diverse staff, volunteers and other stakeholders.
- Knowledge of customer service principles a must.
- Must be flexible to work nights/weekends; Periodic travel (in-state) will be required
- A basic understanding of Georgia Public Broadcasting and the mission of public media preferred.

Job Responsibilities Include:

- Plan and execute statewide community events for fundraising, cultivation, and marketing events at GPB including multiple large-scale family events annually
- Serve as support in statewide event strategy and planning, administration and budgeting
- Oversee event coordination, logistics planning
- Work with marketing/graphics/creative services to develop communication plan in support of events
- Reviews donor/prospect lists, and makes determinations concerning appropriate invitations or contacts.
- Tracks and reports budget activities for all events; monitors and maintains expenses within budget.
- Prepare event management and post-event impact reports
- Serves as a liaison between appropriate GPB departments and community organizations involved with GPB events.

We Offer: Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and child care spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply: Upload resume, references, and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

Deadline to Apply: Open Until Filled.

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATE POSTED: 07-05-2019

RECRUITMENT NUMBER: C-14-19