



# **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](http://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**