

# Women Lead Change

## POSITION DESCRIPTION

### Events Coordinator

**Hours:** Full-time | **Reports to:** Director of Operations

**Position Summary:** The Events Coordinator, based out of the Cedar Rapids WLC headquarters office, is responsible for the essential duties and responsibilities defined below, and provides support to the broader organization as required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are typical for this position, other duties may be required and/or assigned.**

- Understand specific requirements and overall goals for each event.
- Create and manage online event registration for each annual conference, workshops and event(s) and maintain all attendance records/databases.
- Manage event registrations for annual conferences and workshops.
- Manage conference app, and maintain all app records and information.
- Create registration check-in for each annual conference and table assignment.
- Lead event preparations and follow-up using checklist(s), with special attention to deadlines and time constraints.
- Manage online store and fulfillment.
- Oversee event happenings and act quickly to resolve problems.
- Oversee event logistics.
- Work alongside Program Coordinators to assist with event planning.
- Maintain appropriate contact with volunteers, sponsors, and outside vendors.
- Establish and maintain donor and sponsor mailing lists.
- Lead setup/teardown of WLC events including conferences, Women Connect, and quarterly events
- All other duties as assigned.

#### Qualifications and Additional Requirements

- Associates degree or equivalent work experience.
- Computer proficiency in Microsoft Office (Word, Excel, PowerPoint) and email.
- **Excellent verbal communication and organization skills, and attention to detail.**
- Ability to work independently to multi-task, operate under pressure, and meet deadlines.
- Excellent interpersonal skills that promote a supportive work environment.
- Ability to lift, carry and transport event materials and preparation items.
- Occasionally works flexible hours as required to meet the needs of the organization.