

Position: Events Coordinator  
Reports to: Executive Director  
Date: Immediate opening; Position open until filled  
Status: Part-Time, 25 hrs/week  
Salary: \$18/hour

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## ORGANIZATION DESCRIPTION & MISSION

Plexus is the only LGBTQ+ business and professional organization in the region. Through social events, networking, and educational programming we seek to strengthen and support people in their business efforts and professional lives. Plexus advocates on behalf of the LGBTQ and Allied community by educating and creating awareness about workplace equity, diversity and inclusion and the positive impact of LGBTQ+ owned businesses on the economy.

## POSITION DESCRIPTION

Working closely with the Executive Director, the Events Coordinator is responsible for managing Chamber events along with associated marketing and assisting with some daily operations of the organization. **Key elements to this position include database administration, project management, marketing support, and event planning and implementation.**

Key Competencies: Creative, self-motivated, confident, results oriented individual with the ability to manage several tasks simultaneously and work in ever-changing environments and situations. Must exhibit success in event management and/or oversight with excellent negotiation skills. Must effectively manage a strong sense of urgency; and possess excellent verbal and written communication skills, exceptional customer service skills, along with a professional, mature attitude while remaining calm under pressure.

## ESSENTIAL JOB RESPONSIBILITIES

- ✗ Volunteer recruitment & management
- ✗ Oversees planning and logistics for on-site and off-site organization events and meetings
- ✗ Organizes event happenings and acts quickly to resolve problems
- ✗ Analyzes event schedule and develops strategies for resources and communication
- ✗ Manages member, sponsor, and organization's expectations
- ✗ Establishes vendor relationships and vendor pricing for all aspects of event planning; able to negotiate and persuade business partners and vendors to gain cooperation, make cost effective decisions and achieve objectives
- ✗ Produces invitations, thank you letters and as needed correspondence
- ✗ Designs event promotional materials
- ✗ Secures photos at Chamber functions to use for Chamber materials (website, social media)

- ✗ Organizes social media schedule/posts and maintains active accounts to engage the community, membership, and visitors
- ✗ Maintains and updates website content
- ✗ Establishes marketing ideas for organizational events, programs, and membership outreach
- ✗ Communicates with local media sources to promote Chamber activities
- ✗ Maintains event records and adds prospective members to the database
- ✗ Supports the other Chamber staff and programming as needed
- ✗ Participates in Committee meetings as needed

## REQUIREMENTS

- ✗ 3-5 years of experience working in a corporate or non-profit setting or running a small business
- ✗ Experience working in a Chamber, association or other membership organization a plus
- ✗ Experience and comfort with social media posting
- ✗ Demonstrated ability to achieve high performance goals and meet deadlines
- ✗ Proficiency with Microsoft Office and ability to compile monthly documents and reports
- ✗ Graphic design experience is a plus, willingness to learn and use Canva is required
- ✗ Dependable vehicle with proof of license and insurance
- ✗ Very strong relationship development, interpersonal skills, and professional presence
- ✗ Strong written and verbal communication skills

## WORK ENVIRONMENT & SCHEDULING REQUIREMENTS

- ✗ While this position is based in the Plexus office locations in Cleveland and Akron many aspects of this role may be fulfilled through periodic telecommuting as determined appropriate and in conjunction with project supervision.
- ✗ Must be available during standard business hours
- ✗ Travel and work off-site will be required
- ✗ At program and event peak times, the position will be required to cover hours outside of the typical work week and hours
- ✗ Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

## OTHER CONSIDERATIONS:

- ✗ Must be able to remain in a stationary position 50% of the time
- ✗ Must be able to lift up to 25 pounds and be capable of event set up and tear down
- ✗ Willingness to transport event materials in personal vehicle

## TO APPLY

- ✗ Submit cover letter, resume and references to [jobs@workinprogressconsulting.net](mailto:jobs@workinprogressconsulting.net)
- ✗ Applications accepted until position filled.

*Plexus is an equal opportunity employer and welcomes diversity in our employees. We do not discriminate and will take measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions for any employee or job applicant on the basis of race, color, national or ethnic group, ancestry, gender, age, religion, creed, disability, military or veteran's status, sexual orientation, gender identity or gender expression.*