



Tusen Tack Thrift Store ~ Braham Event Center ~Kathy's Kitchen~ Braham Area Food Shelf ~Alice Studt Library

HELP WANTED: Event Coordinator

Tusen Tack is seeking to hire two individuals, part-time positions, serving as an Event Coordinator team for the Braham Event Center.

The successful candidates will be able to organize memorable events that meet quality expectations. The ideal candidates must have excellent communication and organizational skills, attention to detail and the ability to work under pressure.

Responsible for planning, organizing and execution for all aspects of events from start to finish according to requirements, target audience and objectives; prepare budgets and ensure adherence; lead promotional activities; engage a team of volunteers for service delivery; negotiate renter's agreements, space, and on-site catering needs; introduce and implement new initiatives, and more. Review job description:

www.tusentack.org/jobs.

Requirements: self-starter with attention to detail; manage multiple projects; problem-solving skills; work a flexible schedule based on business needs *including evenings and weekends*. Ability to supervise and create a team environment. Basic bookkeeping and analytical skills. Tech and social media savvy. Bachelor's degree in business management, hospitality management, communications, marketing, or related field. Two years' experience managing and executing all different types of events and administrative tasks. Proficient in Microsoft Suite, databases, on-line graphic design, social media.

Salary: \$22/hour DOQ. Application Deadline: Open until filled. Applicants are required to complete the Tusen Tack Employment Application: www.tusentack.org/jobs. Mail to: Tusen Tack Programs, PO Box 214, Braham MN 55006 or Email: info@brahamcenter.org. Tusen Tack is a growing nonprofit with 5 core programs - Braham Event Center being one- a beautiful banquet facility that is an up-and-coming wedding venue. Be part of our event coordination team!

Event Coordinator

Job Description

Tusen Tack
PO Box 214; Braham MN 55006 320-396-3177
www.tusentack.org

Status: Non-exempt
Part-time position

The position of Event Coordinator consists of a successful and enthusiastic individual in charge of managing all the details required to ensure each event runs smoothly and successfully. The Event Coordinator serves as the project manager and primary liaison/contact person responsible for providing outstanding customer service. Position holder will support and promote the organization's Mission. Position requires coordinating marketing tasks and strategies with the Communication Committee. Position will attend and be actively engaged in the Braham Event Center Committee. The position holder will work closely with the Board of Directors, committees, staff, and a highly engaged group of volunteers. The Event Coordinator will be directly supervised by the President of the Board or his/her designee.

Essential Responsibilities

- **Event coordinating tasks:**
 - Manage events from start to finish, leading a dedicated in-house team of volunteers
 - Coordinate logistics of an event including catering, set up and clean up, staffing requirements, equipment, decorations, entertainment, transportation, signage, displays, promotional material, special needs requirements and janitorial needs. Coordinate with volunteer staffing.
 - The position holder or his/her designee must be present at all events to ensure that renters, guests, and volunteers' needs are met (on site management)
 - Coordination with Kathy's Kitchen for events, on-site catering and attend Kathy's Kitchen meetings.
 - Attend and actively engage in the Braham Event Center Committee Meetings
 - Attend area networking events to promote organization and Mission
 - Manage inventory, resources and vendors needed for events
 - Coordinate cleaning schedules and responsibilities with the custodial staff
 - Work with renters such as business owners, wedding parties and individuals to identify their needs and ensure customer satisfaction; coordination of logistics and resolve any event-related issues
 - Respond to common inquiries and feedback from renters, staff, and volunteers
 - Provide feedback and periodic reports to stakeholders
 - Propose ideas to improve provided services and event quality
 - Lead the evaluation and feedback process post-event and create plans to implement changes and improvements
 - Establish standardized event procedures and train staff and on-site volunteer contact(s) to properly execute them
 - Professionalism when interacting with others. Professional image that reflects the character of the event.
 - Obtain renter's general liability policy for their event (if applicable)
 - Manage the event budget/agreement; prepare invoice(s)
 - Market and promote events to increase the number of events and renters (establishing new and profitable accounts increasing revenue); introduce and implement new initiatives
 - Other event coordinating tasks as assigned

- **Marketing & Communication tasks:**
 - May attend Board and committee meetings as necessary and available as directed by supervisor
 - Design and produce mission-focused events by researching the market, identifying event opportunities, and generating interest
 - Attend and assist the Communication Committee in coordinating marketing and communication: social media, graphic design, newsletters, website management.

Event Coordinator

- Assist the Communication and Braham Event Center Committees to develop and maintain a marketing program and budget to promote and publicize events and sales
- Assists the Communication Committee by providing content for the quarterly newsletter
- Other marketing and communication tasks as assigned

Secondary Responsibilities

- **Office coordinating tasks:**

In absence of the Office Coordinator, those duties will be secondary for the Event Coordinator.

Skills

- Excellent communication skills, written and spoken abilities
- Highly organized self-starter with extraordinary attention to detail
- Strong organizational, project management and problem-solving skills
- Ability to manage multiple projects with competing demands
- Ability to schedule a flexible work week based on business needs, *including evenings and weekends*
- Ability to supervise and create a positive team environment
- Must possess integrity, character, and have a strong desire to grow into a management position
- Basic bookkeeping and analytical skills
- Comfortable embracing new technologies and digital tools

Preferred Requirements

- Bachelor's degree in business management, hospitality management, communications, marketing, or related area
- Individual with two years' experience managing and executing all different types of events and administrative tasks
- Proficient in Microsoft Suite; skilled in Word, Excel, PowerPoint, Databases, on-line graphic design, social media, email, newsletters, and invoicing
- Receive a favorable background study through the MN Bureau of Criminal Apprehension.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Job descriptions are subject to change by the Tusen Tack organization as the needs of the organization and requirements of the job change.