



Events Coordinator Job Description

Position Title Events Coordinator

Report to Angie Mollenkopf, Main Street Director

Job Description The Events Coordinator will assist with the promotion, planning, and management of Kirklin Main Street (KMS) activities and special events. He/she will handle some administrative tasks for KMS, and will lead all aspects of Main Street events on some evenings and weekends. The events coordinator will maintain flexible weekly hours, attend planning meetings and provide on site event management. The position is responsible for ensuring that every event is successful. All Main Street staff are required to be advocates for downtown and the community.

Job Type Contract

Job Responsibilities

- Assist in planning, promoting, and organizing a variety of annual and monthly events
- Assist with coordination, recruitment, and supervision of volunteers
- Engage with vendors, merchants, and event visitors and provide them with information related to current happenings and events in Kirklin
- Assist with coordination, recruitment, and supervision of volunteers
- Able to work special events on weekends and evenings; must be accessible outside of normal office working hours
- Assist with marketing events via email, signage, online calendars, website, social media outlets, etc.
- Perform other duties as assigned by the KMS Director

Job Requirements

- Excellent oral and written communication skills.
- A self-starter with a strong and independent work ethic.

- Marketing, public relations, graphic design, and advertising skills desired.
- Excellent organizational skills.
- Computer skills including; word processing, spreadsheet applications, social media outlets, content management, and web-based applications.
- Excellent customer service skills and problem solving.

Necessary knowledge, skills and abilities The Events Coordinator must be entrepreneurial, energetic, imaginative, independent, well organized, and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential. Supervisory and management skills are desirable.