



EVENTS COORDINATOR

Reports to: Senior Events Manager

OVERVIEW

The Events Coordinator will support the coordination of events for all DDP units. Reporting to the Sr. Events Manager, the Events Coordinator will assist with planning, coordinating logistics and implementing DDP Signature events in addition to small and large-scale internal and external events for DDP Corp, Parks and BIZ.

The Events Coordinator will be responsible for providing outstanding customer service and supporting day-to-day event operations (e.g., event calendar management, communicating with clients and stakeholders, event wrap-up, etc.). The Events Coordinator will utilize excellent interpersonal, communication, organization, and project management skills as well as showcase strong independent judgment, adaptability and flexibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. The following is a thoughtful list based on current needs.

- Assist Sr. Events Manager with event timeline and logistics as well all event production elements,
- Update event reports on a monthly/weekly/daily basis, as progress and commitments are made.
- Work with Sr. Events Manager to prepare project meeting agendas, weekly meeting schedules and necessary meeting recaps. Responsible for document storage and retention (e.g., meeting notes, photos, event contracts, invoices, certificates of insurance, etc.).
- Communicate with stakeholders in a professional manner and take detailed minutes during meetings (in person, video or conference call.).
- Support event registration process including responding to attendees' questions, making registration changes and providing updates to team members, clients, and stakeholders.
- Work with Sr. Events Manager to order event supplies and make name badge recommendations. Inventory supplies prior to and following each event, as needed.
- Track budget expenses and costs for events.
- Actively use DDP systems to manage projects (i.e., Windows 365, Salesforce, Perfect Venue, etc.).
- Partner with executive team and event project team members (e.g., Comms/Mktg, Parks, BIZ, fund development, etc.) to support event planning and execution activities. Lead event set-up/ clean-up at in-person events and support post-event closeout activities (i.e., invoicing, etc.), as assigned.
- Maintain a working knowledge of the complex needs of a variety of events.
- Communicate and collaborate with clients, external vendors, consultants, and volunteers to implement events.

- Attend and monitor events to ensure attendee satisfaction.
- Collect and analyze data from event participants to determine event impact to give recommendations for improvement based on measurable ROI.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

QUALIFICATIONS AND CORE COMPETENCIES

- Bachelors or Associates Degree in related field and minimum of 1-2 years related experience in event planning or a combination of education and experience required.
- Experience supporting the development and management of event budgets. Demonstrated logistics, budgeting and customer service experience.
- Provide positive, friendly, courteous, professional services at all times.
- Ability to work extended hours, when necessary, under sometimes stressful conditions, both indoors and outdoors, under all types of weather conditions.
- Tactical level understanding of Downtown Detroit, Parks and BIZ infrastructure.
- Proficient in Microsoft Office with working knowledge of event management software.
- Superior communication skills with the ability to communicate effectively verbally and in writing.
- Ability to communicate and work with a diverse set of people including board members, staff, partners, clients, vendors and general public.
- Organizational skills and ability to multitask in a fast-paced environment.
- Must be available to work weekends and evenings when events are scheduled.
- Willingness to demonstrate commitment to DDP's mission, vision, and core values.

Interested and qualified candidates can apply by sending a resume and cover letter to DDPcareers@downtowndetroit.org

Downtown Detroit Partnership offers a comprehensive list of benefits for eligible employees: medical, dental, vision, basic life, long-term disability, flexible spending account, pet insurance, and other voluntary benefits. We offer generous paid time off and holiday benefits.

At Downtown Detroit Partnership, we are intentional about diversity, equity, and inclusion. Downtown Detroit Partnership, an equal opportunity employer, does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, genetic information, national origin, age, disability, height, weight, military status, veteran status or any other characteristic protected by law.