JOB DESCRIPTION

JOB TITLE: Event Coordinator
REPORTS TO: Executive Director, Center for Health & Wellbeing (CHWB)
STATUS: Full-Time/Exempt
DEPARTMENT: 4-000, 4-200
EFFECTIVE DATE: October 12, 2023

WPHF MISSION:
To make a positive difference in people’s lives by optimizing physical, mental and social health and wellbeing. The Winter Park Health Foundation (WPHF) focuses on improving health in the communities of Winter Park, Maitland and Eatonville. Through ongoing data collection and monitoring trends, our team identifies health issues and needs. Our strategy is to engage partners and empower residents to support healthy behaviors; address barriers to health; create healthy habits where people live, learn, work and play; and make health a priority. The Winter Park Health Foundation invests in initiatives, programs, grants, and facilities designed to improve health.

SUMMARY:
The Event Coordinator is a member of the Winter Park Health Foundation team reporting directly to the Executive Director, of the Center for Health & Wellbeing. The Event Coordinator oversees, manages, and executes events at the Center for Health & Wellbeing. The Event Coordinator will lead initiatives to consistently improve outcomes related to events through collaboration with team members and internal and external partners.

DUTIES AND RESPONSIBILITIES:
- Serve as the main point of contact for booking events at the Center for Health & Wellbeing.
- Confirm the availability of adequate space/location for the event.
- Work in coordination with the Community Education Director, Events and Marketing Coordinator, and the Senior Director of Clinical Integration on master calendar scheduling and procedures to ensure the proper prioritization of events prior to scheduling.
- Communicate with the event organizers to ensure all required booking documentation is received, approval signatures are acquired, and official holds for space are on the Center for Health & Wellbeing master calendar.
• Coordinate walk-throughs of space with the event organizers.
• Introduce Nourish and catering menu to event organizers; formally introduce event organizers to the Nourish catering team.
• Prepare the preliminary event overview outlining all requirements and review with event organizers. Finalize and gain approvals within the appropriate timeframe before the event. File event details for easy access/review by the Winter Park Health Foundation staff.
• Ensure the event organizers are aware of opportunities to engage Center for Health & Wellbeing experts in providing health/wellbeing activities for meetings, as appropriate.
• Within 7 days of the scheduled event, confirm all details with event organizers and obtain approval signatures to ensure expectations are clearly understood and communicated.
• Share event set-up details with the Winter Park Health Foundation staff involved in the set-up, catering, and logistics for successful execution of event.
• Tracks any issues with the Audio-Visual system, logs them, and follows up on repairs with our consultants.
• Maintains an inventory of Audio-Visual accessories and hardware and is responsible for ordering new equipment as necessary.
• Ensures all Audio-Visual equipment is in good working order and works with consultants for any necessary system updates and upgrades.
• Work with the Facility Manager and EVS staff to ensure conference spaces and tables/chairs are maintained and the Audio-Visual system is always in good working order.
• Regularly maintain and inventory supplies to ensure availability for events.
• Complete and share post-event summaries with management.
• Available to work a flexible schedule to include nights and weekends on an as-needed basis.
• Performs other related duties as assigned by management.

DESIRED SKILLS:
• Highly detailed and results-focused with excellent organization skills.
• Action-driven (task-oriented) with the ability to multi-task while maintaining accuracy, managing workflows, and meeting deadlines.
• Possess excellent interpersonal and communication skills.
• Versatile, flexible, and willing to work within constantly changing priorities with enthusiasm.
• Effectively communicates with people at all levels and from various backgrounds.
• Presents professional appearance and demeanor.
• Proficient with MS Office 365.

SUPERVISORY RESPONSIBILITIES:
• This position has no supervisory responsibility at this time.

WORK EXPERIENCE:
• Minimum 3 years’ experience as an Event Coordinator.
• Minimum 1 year of hands-on experience working with Audio-Visual technology.

EDUCATION:
• Bachelor’s degree in hospitality or events management or related course of study required.
OTHER COMPETENCIES:

- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics; Upholds organizational values.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at a time.
- Must be able to move tables/chairs to meet event setup plans when required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Foundation is an Equal Employment Opportunity (EEO) employer. It is the policy of the Organization to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

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Reviewed and approved by:

___________________________________                     ______________
Event Coordinator         Date

___________________________________                     ______________
Executive Director, CHWB                Date

____________________________________  _________________
President & CEO       Date

___________________________________            _______________
Human Resources                        Date
Interested applicants, please forward your resume to: Humanresources@wphf.org

Enter **Events Coordinator** in the subject line.