

Job Title: Event Project Coordinator
Department: Event Team
Full Time • Monday – Friday • 8:30 a.m. – 5:00 p.m



Summary:

Vic Gutman & Associates (VGA) is looking for a responsible, organized project coordinator committed to a team atmosphere to assist and coordinate several premier public events in Omaha.

VGA is a fast-paced, downtown office with business hours Monday through Friday. Occasional after-hours meetings and onsite presence at various events is required and will include some nights, weekends and holidays.

The successful candidate will be comfortable working on Apple Mac computers and will have a thorough knowledge of Microsoft Word, Excel and Power Point. Familiarity with the Adobe Creative Suites is a plus.

A detail oriented self motivated candidate that can work both independently or with a team is a must. This position also requires excellent written and oral skills. The ability to multitask is crucial, as this talented individual will juggle multiple clients, timelines, and schedules to ensure successful implementation of a wide range of projects. This position will report directly to and be managed by the Event Project Manager.

Essential Duties and Responsibilities:

- Project management experience;
- Establish clear priorities of tasks given;
- Able to be self motivated;
- Excellent business writing and editing skills;
- Support Project Managers to coordinate and promote events as needed;
- Execute PR plans for various projects:
- Communicate and pitch stories to media to promote various events;
- Participate in group meetings to brainstorm new marketing and PR ideas;
- Marketing plan execution including but not limited to establishing pricing, routing materials, sending files to vendors, inserting ads, collateral distribution, website updates and other tasks as needed;
- Assist other event coordinators with social media for various events;
- Working and coordinating with community organizations, sponsors and event participants;
- Maintaining databases and preparing reports;
- Administrative duties such as preparing mailings, meeting organization, editing and other tasks as needed;
- On site event work and project coordination.

Qualifications:

- B.S. Degree in Business, PR, Marketing, Communication, Journalism or equivalent combination of education and experience.

- Must have a valid driver's license and a good driving record.
- Ability to work during events on a select number of evenings and weekends.
- Proven experience in maintaining long-term relationships with clients.
- Strong oral communication & written skills.
- Proficiency with Microsoft Office products.

Competencies:

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.
- Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments both in person and in all electronic communications.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Physical Demands:

- Work is performed in an office environment and on site at various events.
- While performing the duties of this job, the employee is frequently required to stand; walk and sit.
- Employee will need to be able to lift objects weighing 25 pounds.

Excellent benefits and a competitive salary will be offered to the right individual. Interested applicants should email their resume to Elizabeth Balazs, Vice President at ebalazs@vgagroup.com by October 24, 2014.