



## **Job Description**

<b>Job title:</b>	<i>Events Coordinator</i>
<b>Worksite Location:</b>	Truckee, CA Office
<b>Classification:</b>	Full Time/Exempt
<b>Compensation:</b>	\$72,000 / year
<b>Effective Date:</b>	

*The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.*

### **Job Purpose**

The Events Coordinator supports the Events Manager with event production. The position will also support the CEO in all aspects of his role along with working with outside HFF approved vendors.

### **Key Duties and Responsibilities**

- Must get along well with others.
- Assist the Events Team in all areas to support the High Fives Foundation
- Assist the CEO in all areas to support the High Fives Foundation
- Responsible for assisting in the planning and execution of events
- Arrange travel and accommodation for staff
- Data entry for Event Attendees; past and present
- Organize and manage spreadsheets
- Maintain High Fives branded items
- Locate, package, and ship prizing and events equipment
- Review event details, food orders, event agenda, decoration details, rentals, staffing, and follow-on tasks to ensure a successful meeting or event
- Clearly and concisely communicate event requirements to intended departments.
- Organize and execute events email campaigns and marketing plans
- Participate in the event debriefing process
- Follow up with donors, community and retail partners, and sponsors
- Handle special projects and performs other duties as assigned
- Prepare donor and financial reports for bookkeeper per event conclusion
- Develop marketing plans to be utilized on social, print and web platforms
- Tent Activations and In-person events
- Ad Hoc items from Director of Fundraising and CEO

### **Required Skills/ Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.

- Excellent organizational skills and attention to detail.
- Understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Be available to travel to events up to 50% of the time.

### **Work Environment**

At High Fives the relationships we build with each other and athletes is best described as a family. We often spend the better part of our days and weeks together and choose to make every minute count. The work we do can be fast-paced and challenging at times, especially during events, but the reward always outweighs the challenge. Overall, it's incredibly rewarding work to help people achieve their goals and stay out of the darkness that comes with disabling injuries.

### **Work Arrangement**

8am-6pm Tuesday- Friday schedule (adjust hours reasonably for events). All hours and activities will be detailed and tracked using Timeclock.

### **Direct Reporting**

This position reports directly to the Events Manager.