



# CULTIVATE

Cultivate is currently recruiting for a full time Event Coordinator. The Event Coordinator is responsible for coordinating all event logistics including travel, inventory shipments, and post event reconciliation for all events assigned to them.

## **General Responsibilities:**

- Support Event Managers in successfully completing incentive events assigned to them
- Manage all details necessary to complete the steps included in our event process
- Assist the event manger as a liaison with clients to confirm all details associated with the event
- Coordinate on-site logistics, staffing, travel, product shipments, and post event reconciliation
- Travel to and work occasional events in the primary markets we serve
- Work with the Event Managers to identify process efficiencies and other operational challenges

## **Qualifications:**

- 4 year college degree required
- 2-4 years relevant business experience within event management, hospitality, or promotional experience a plus
- Strong oral and written communication skills, ability to interface with both suppliers and customers at events
- Highly organized, detail oriented, self-motivated & self-solver
- Proficiency with MS Office software applications
- Experience with Google Mail and Google Documents preferred
- Must be able to set and accomplish time oriented goals

## **Compensation & Benefits:**

- Competitive hourly rate based upon experience
- Benefits including 401k (w/ 4% match) and insurance coverage

## **Physical and Mental Job Requirements**

- Ability to transport items weighing up to 50 pounds from one location to another.
- Ability to remain in a stationary position for up to 50% of workday.
- Ability to see and read PC screens; detect color-coding, read fine print, and/or normal type size print.



- Must be willing to travel 10 to 20%
- The following mental abilities are required to perform essential functions of this position.
- Ability to understand, retain, and apply oral and/or written instructions of other information.
- Ability to understand, retain, and communicate routine, factual information.
- Ability to organize thoughts and ideas into understandable terminology.
- Ability to organize and prioritize work schedule on a short and long-term basis (more than one month).
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside of immediate work unit
- Ability to understand and follow basic instructions and guidelines.

The above description reflects management's assignment of essential functions; it does not proscribe or restrict the task that may be assigned.