Events Coordinator

Department: Campus & Community Relations, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

The LITS Events Coordinator is responsible for logistics necessary to plan and execute conferences, meetings, and various types of events and programs within LITS. The primary responsibility is supporting the work of the Events Manager by performing the following key functions:

Essential Duties and Responsibilities:

- Assist the Events Manager to ensure smooth operation in executing all aspects of LITS-related events. Duties include but are not limited to coordination of food and beverage, set design, audio visual, contract negotiation, budget management, travel and concierge management, event and marketing materials, vendor management, speaker requests, sponsor relations, site and venue management and on-site meeting management. Act as a primary day-of-event representative to the client before, during, and after the event. Maintain post-event surveys. Tracks and monitors event expenses: may oversee event billing and payment process. Performs other related responsibilities as required.

- Serve as coordinator for key annual events such as Decatur Book Festival, Exhibit Openings, Library School Reunion Brunch, LITS Holiday Party, Feast of Words, Twelfth Night Revel, Undergraduate Awards Ceremony and numerous other LITS-related events.

- Assist with scheduling the Woodruff Library Jones Room. These services include calendar reservation management, room set-ups guidance, site visits, pre-event logistics meeting, post event follow up and digital signage. Assist with research and implementation of the new reservations system.

- Service the LITS comprehensive calendar to ensure cohesion of LITS activities and university events.

- Serve as a co-advisor to the Student Ambassador Program to promote awareness of LITS events and exhibitions.

- Administer the billing, invoice processing, budget tracking and purchase requisition from all vendors and service contractors.
Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee should also have core competencies in the following:

- Superior organization, prioritization and problem-solving skills.
- Be proactive, detail oriented, flexible, professional and discrete.
- Be capable of functioning in a fast-paced environment and work well under pressure.
- Experienced multi-tasking and adjusting to changing priorities.
- Possess the ability to work independently as well as a part of a team.
- Adapt to event function sheet processing and create debriefing reports on all events
- Willing to set-up, breakdown and clean-up throughout the event process
- Willingness to assist with all events
- Work holidays, weekends and evenings
- Possess excellent writing and proofing skills (i.e. letters, proposals, reports, flyers, email invitations, etc) (samples requested)

Minimum Required Qualifications

A high school diploma and two years of experience in planning, coordinating and conducting events or a Bachelor’s degree or an equivalent combination of education, training and experience.

Library Required Qualifications

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

Application Procedures

Interested candidates should review the applications requirements and apply online at

https://internal-emory.icims.com/jobs/23142/coord%2c-events-%28sch-dept%29/job
Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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