



Position Title: Events Coordinator

Work Schedule: Part-time: 20 hours/week, must be available to work evenings and weekends as our event schedule dictates

Compensation: \$15-17/hour, negotiable

Park City Community Foundation is looking for a friendly, detail oriented, self-starter who will work closely with staff on logistics for events – from board meetings and dinner parties to nonprofit tours and 100+ person events. The ideal candidate will manage all logistics to ensure that events are well-attended, unique, and stress-free, and meet the goals of the organization.

Our mission is to strengthen our community through collaborative giving and action. We do this work through our values of partnership, professionalism, leadership, and innovation. The work environment is fast-paced with a focus on excellence; we are mission focused and stress a positive, accountable work environment.

Responsibilities

- Liaise with PCCF development and program staff to align event goals with event logistics.
- Coordinate with event host/vendor; manage menu, set-up, timing, tech, parking, and other logistics.
- Oversee event collateral, décor, and photography.
- Source vendors, working with in-kind opportunities whenever possible.
- Keep all events within budget and track invoicing and close-out.
- Recruit, coordinate, and oversee volunteers, as necessary.
- Thank volunteers, hosts, and vendors, as necessary.
- Work with PCCF to coordinate press events and messaging.
- Manage on-site production and event break down, as necessary.
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.

Qualifications

- Previous event experience.
- Previous hospitality experience.
- Ability to accomplish projects independently.
- Detail-oriented.
- Team player.
- Clear and professional communicator; able to interact with vendors, volunteers, and supporters.

To Apply:

Please email a cover letter and resume to Katie Wright at katie@parkcitycf.org.