

Event Coordinator at Global Connections

Position Information	
Job Title:	Event Coordinator-Full Time reporting directly to the Executive Director of Global Connections.
Work Schedule & Location:	Generally 9:00am – 5:00pm, but requires some flexibility, with occasional weekend and evening hours. Separate from but affiliated with Penn State University, the Global Connections Office is located on the University Park campus of the University.
Contact Information:	Sharon Shen, Executive Director. Email: xxs114@psu.edu
Responsibilities:	<p>The Event Coordinator is responsible for the planning and execution of all GC major events and special projects, coordinating 1-2 on-going programs and related services to support the function and mission of Global Connections. Essential duties and responsibilities include:</p> <ul style="list-style-type: none"> • Organize facilities and manage all event details such as catering, entertainment, transportation, location, equipment, invitee list, special guests etc. • Recruit, motivate, and supervise volunteers; specify volunteer requirements and coordinate their activities; work closely with volunteers to ensure an engaging and satisfying experience for them. • Assist in procuring event-specific donations or sponsorships, ensure compliance with insurance, legal, health, and safety obligations. • Design and develop event marketing materials, collaborate with the Executive Director and Social Media staff to promote and publicize events. • Stay engaged with the potential pool of volunteers by coordinating 1-2 ongoing programs. • Conduct program/event evaluations and report on outcomes. • Provide administrative assistance to the GC office to ensure the organization's continual functioning.
Requirements:	<ul style="list-style-type: none"> • Bachelor's degree preferably in event management or related field, 1-3 years of relevant experience preferred • Excellent verbal and written communication skills • Great listening skills with an open mind for different perspectives and suggestions, strong cultural sensitivity and ability to work effectively with diverse individuals/groups to build positive relationships • Committed to teamwork and a collaborative team environment • Excellent time management skills and ability to manage multiple projects simultaneously • Detail-oriented and committed to quality programs • Demonstrated ability to plan and successfully execute events • Experience and knowledge about ACCESS and WordPress preferred
Compensation	<ul style="list-style-type: none"> • Compensation commensurate with background and experience. • No traditional benefits included
Date Announced:	May 25, 2017
Date Closing:	June 20, 2017 or until the position is filled