



**JOB DESCRIPTION:**  
**EVENT COORDINATOR**  
**SALARY RANGE: \*\$22-30K**  
*\*Salary Commensurate with Experience*

**A LITTLE ABOUT US:**

Big Buzz Idea Group is a rapidly growing company focused on providing nonprofits with solutions so they are better able to execute the vision and mission of their organization.

**WHO WE'RE LOOKING FOR:**

The Event Coordinator's primary responsibility is to serve as project lead for nonprofit event production. Success in this position would require skill and interest in a fast-paced, high-energy environment and the ability to multi-task. The Event Coordinator will report to and work primarily with the Vice President and CEO but will have interactions with all Big Buzz team members.

As with all members of the Big Buzz team, the Event Coordinator is expected to follow the policies described in the Big Buzz handbook, attend all internal meetings, and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

**PRIMARY DUTIES:**

- Manage project timeline and budget for successful event execution
- Attend/lead client meetings
- Answer event related phone calls and assist caller or take detailed messages
- Work with third party service providers to obtain quotes and services when necessary
- Complete necessary event licenses and permits
- Create and execute event marketing plans
- Provide onsite management for assigned festivals and events
- Secure sponsors for events
- Work with the Administrative Assistant to maintain up-to-date client files
- Provide support to event participants prior to and during event(s)

**A SUCCESSFUL EVENT COORDINATOR DEMONSTRATES:**

- Excellent written and oral communication
- Ability to communicate with diverse populations
- Resourceful, well organized, highly dependable, efficient and detail oriented
- Computer skills – Proficient in Microsoft Office Suite and Google Docs
- Able to meet deadlines
- Effective time management skills are a must!
- Promote a positive team environment

**QUALIFICATIONS:**

- 21 years of age or older
- Excellent communication skills
- Knowledge of proper grammar and spelling
- Ability to prioritize tasks, solve problems and think on their feet
- Ability to lift heavy and/or awkward objects
- Ability to be on their feet for prolonged periods of time

**LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:**

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit and what your favorite food is. Please no phone calls. We'll be in touch!

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