

Events Coordinator Job Description

Position Summary

The Events Coordinator's role is to provide sales, customer service, and logistics support for all events (of varying sizes) at the Seacoast Science Center, including weddings, other social functions, advancement/fundraising events, donor stewardship, and room rentals. This is a full-time, benefits eligible position with a salary of \$40,000.

Seacoast Science Center offers a competitive benefits package including paid vacation, health insurance, retirement plan, professional development, and program discounts. Some weekend and evening hours are required.

Responsibilities

The Events Coordinator is responsible for sustaining and growing Seacoast Science Center's facility rental business as well as nurturing existing community and vendor relationships. This position is responsible for all administrative and logistical work to bring events from concept to fruition including evaluation. This includes, but is not limited to, administering all contracts and monies associated with the events. This position also handles all client inquiries and is the public face of the Seacoast Science Center's event management department. This position is responsible for on-site event management. The Events Coordinator is also responsible for the planning and executing of all fundraising-related events, working in concert with the advancement office.

Specific tasks include, but are not limited to:

- Set-up venue visits with clients
- Work directly with clients to obtain pertinent details about their event; checking in throughout the year to ensure that information is up-to-date
- Oversee all client functions
- Work with Director of Visitor Experience to hire and train additional staff for event management
- Schedule all events and rentals and maintain the master events calendars, paperwork, and receivables associated with each event
- Work with the finance department to accurately invoice and allocate accounts receivables
- Input/update/maintain all necessary information for contracts in financial and donor databases
- Understand and implement all laws and rules pertaining to alcohol deemed appropriate by the state liquor commission, Odiorne Point State Park, and the Seacoast Science Center
- Refine and implement sales strategy to meet annual sales goals
- Work with the marketing department to create and maintain a marketing strategy to generate sales and promote internal events

Requirements:

The successful candidate for this position will possess exceptional customer service skills and a strong background in sales. This person must have experience in Google Workspace and have superior organizational skills. Weekends and some weekdays on site are required. Sales and event coordination experience is required. Experience in a donor CRM database is preferred but not mandatory. Interest in fundraising to support organizational mission is strongly desired.

Physical Requirements:

The Events Coordinator must be able to work in a shared space and also work outdoors for extended periods of time. The candidate must be able to lift moderate to occasionally heavy weight above their shoulders and have the ability to climb stairs.

Seacoast Science Center is committed to creating a diverse work environment and is proud to be an equal- opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply:

Please send resume, cover letter, and references to careers@sscnh.org, SUBJECT LINE: EVENTS COORDINATOR. Applications will be reviewed in the order received. Position will remain posted until filled. No phone calls please.