

Event Planner

With limited direction the Event Planner will be required to plan and execute community development programs for anywhere from 250 to 5000 members of the local community.

Responsibilities Include:

- ▶ Networking alongside municipal officials (aldermen, State reps, etc.) to procure our placement in community events
- ▶ Collaborating with other community organizations in their event planning and implementation.
- ▶ Creating events for the non-profit that incorporates performances and promotions
- ▶ Procuring speaking engagements, promotional giveaways and performances in schools, community events, prisons, and any other activity included in the non-profit mission statement.
- ▶ Work in harmony with other departments in the organization to ensure proper staffing and funding for their itineraries.

Candidates must have 2+ years experience in event planning/ promotion. Associations with attainable venues a plus.

Salary:

Compensation is based on performance, event revenues, and overall funding negotiated at the time of event conception. (For more information, please speak to the Administrator.)