

POSITION DESCRIPTION: EVENTS COORDINATOR

- Coordinate logistics for public and internal events, such as meetings and conferences.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage and displays.
- Arrange the availability of audio-visual equipment, transportation, displays, photographers, journalists, media services and other event needs.
- Confer with staff at a chosen event site to coordinate details.
- Inspect event facilities to ensure that they conform to event requirements.
- Review event bills for accuracy and approve payment.
- Maintain records of event aspects, including financial details.
- Monitor event activities to ensure satisfaction of participants and resolution of any problems that arise.
- Negotiate contracts with such service providers and suppliers as hotels and speakers.
- Evaluate and select providers of services.
- Plan and develop programs, speakers, topics, agendas, budgets, services, and guest lists.
- Conduct post-event evaluations to determine how future events could be improved.
- Meet with sponsors and organizers to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.
- Organize registration of event participants and guests.
- Communicate with sponsors, speakers and guests in Poland and other nations in Polish language.
- Promote events, meetings and sponsorships.

Requirements:

- Bachelor's Degree in fields of business, communications, arts or science/STEM field
- Minimum 6 months of experience in any relevant occupation
- Fluency in Polish language

Full time position. Hybrid work possible. Office location: 40 Beach Street, Suite 201, Manchester-by-the-Sea, MA 01944.