

World Eskimo-Indian Olympics, Inc

Job Description

Job Title: Event Coordinator

Department: Administration

Supervisor: WEIO Board Chair

Base Rate: DOE

Status: Regular, Part-time, exempt, at-will

Location: Fairbanks, Alaska

Job Summary: The Event Coordinator is entrusted by the Board of Governors with managing the day to day activities and event planning of the World Eskimo-Indian Olympics (WEIO).

Essential Functions:

- Works cooperatively with the Board of Governors in all levels of event planning, design and production while managing project delivery within specific time limits.
- Promotes annual event using flyers, advertising, cold calls, and social media.
- Ensures continual and effective fundraising efforts are undertaken to support WEIO.
- Trains all new incoming staff to include processing new hire paperwork and orientation that effectively implements all company policies and procedures.
- Secures sponsorship, generates financial and/or in-kind support, discounted rates for housing, freight and transportation for the event.
- Supervises Project Assistant. When there is no incumbent in the position, performs data entry and other clerical duties.
- Executes long and short-range goals and strategic plans as established by the board.
- Provides a welcoming, inclusive environment for customers, agencies and participants.

Board Relations:

- Provides the board with adequate information to help reach informed decisions.
- Attends all regular meetings and assigned Board Committee meetings.
- Ensures board meetings agendas are prepared with Board input.
- Prepares a monthly report for the Board.
- Interprets and implements Board policy & procedures as intended by the Board.
- Coordinates training opportunities for the Board as needed.
- Provides follow-up to Board inquiries and directives in a timely manner.

Qualifications/Experience:

- Experience working in a customer service-oriented environment.
- Excellent oral and written communication skills.
- Demonstrated supervisory skills.
- Excellent proactive problem solving skills.
- Ability to work a flexible schedule including occasional late nights and weekends.
- Strong social media and computer skills.
- Appreciable knowledge of traditional Alaska Native cultures and communities preferred.
- Previous event management experience preferred.
- A degree in public relations, marketing, hospitality management or related field is preferred.