



Events Coordinator

Classification / Work Schedule:	Exempt, Full-Time, On-Site
Salary Grade/Level/Range:	Commensurate with experience
Reports directly to:	Director of Membership & Public Affairs

Job Summary/Objective:

The Events Coordinator will be responsible for coordinating, planning, and assisting with events and meetings related to membership development and community engagement. Requires excellent verbal and written communication and interpersonal skills, astute organizational skills, professionalism, flexibility, and a love for Tampa's Downtown. The role of Events Coordinator requires someone who is outgoing, self-motivated, confidential, takes initiative, meets deadlines, multi-tasker, detail oriented, and works well with others – a true team player.

Essential Job Duties

- Coordinates and/or assists with all aspects of event planning to include, but not limited to such events as the Annual Meeting & Luncheon, Downtown Development Forum, Debriefing Series, Fourth Friday, and Event Grand Openings/Ribbon-Cuttings, and other Partnership related events
- Negotiate and review event contracts and agreements
- Secure sponsorships and in-kind arrangements
- Create event budgets, including tracking and ensuring expenses remain within budget
- Coordinate and assist with logistics of events, including email and calendar notifications, attendance tracking, assembling agendas/packets, and scheduling event venues
- Organize speakers for events including recruitment, scheduling, creating talking points, obtaining bios and profile pictures, and gathering presentations
- Coordinate registration process including, set-up/take-down, creation of nametags, and RSVP tracking
- Work with marketing and design team to develop messaging, branding, and marketing materials to include collateral, electronic and social media promotions related to events
- Maintain and update event databases in CRM systems
- Proficient in proofreading with a keen eye for grammar and spelling
- Requires occasional early morning, evening, and weekend hours

Required Education and Experience

- Must have two (2) years of event planning experience and creating and maintaining event budgets
- Bachelor's degree from an accredited university or equivalent proven experience in event planning
- Excellent written and verbal communication skills
- Excellent organizational skills and detail oriented
- Must be proficient with Microsoft Office programs including Outlook
- Basic knowledge of Adobe Creative Software (Acrobat, Photoshop, Illustrator, InDesign)

Preferred Education and Experience:

- Constant Contact, Growth Zone, and CRM software
- Knowledge of Business Improvement Districts /Special Services Districts
- Familiar with Downtown Tampa
- Worked for a not-for-profit organization

Statement of Other Duties Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Job duties may change at any time, with or without notice.



About the Partnership

Vision

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour downtown neighborhoods in which to learn, live, work and play.

Mission

The strategic mission of Tampa Downtown Partnership is to be the steward of downtown Tampa, while cultivating effective public/private partnerships to facilitate catalytic physical and economic development.

Programs such as our Clean and Safe team and our transportation initiatives make accessing and navigating downtown an easy and enjoyable experience. As a membership organization, we are driven to serve the downtown business community and are empowered by what each member brings to our organization. Together, we strive to improve the collective downtown community, to be an active conduit of information and resources, to promote a shared vision for Tampa's Downtown, and create and implement the plans that support that vision.

The Tampa Downtown Partnership administers the Special Services District program through an annual contract with the City of Tampa. Through the Special Services District program, the Partnership works to promote the downtown experience through a multitude of initiatives such as marketing, business development, transportation, planning and beautification, as well as maintenance and safety with Tampa's Downtown Guides and Clean Team. The Partnership also works with numerous agencies to identify opportunities and facilitate opportunities for collaboration, advocacy, and strategic planning for issues related to Tampa's Downtown.

Equal Employment Opportunity

The Partnership is an equal opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices

Additional Compensation

Fully paid Health and Dental Benefits
Life Insurance
Short Term Disability
Matching 401K
Paid Personal Time Off
Commuter Transportation Allowance

Application Information

Resumes and cover letters should be emailed directly to Lindsey Parks at lparks@tampasdowntown.com. Only candidates meeting qualifications need apply. Phone calls will not be accepted. Position will remain open until filled.