



## Events Coordinator

### Job Description

302 Aquaponics is searching for a part-time Events Coordinator to design, advertise, and facilitate unique events at 302 Aquaponics. Events may include parties, weddings, charitable events, field trips, etc. The successful candidate will work with potential clients, manage communications with guests, and work to advertise the availability of resources. He or she will be paid on a sliding percentage based on the income earned by these events.

### Duties and Responsibilities

- Advertise the availability of facilities and garner interest in upcoming public events
- Plan and organize events in accordance with financial and time restraints
- Handle, coordinate and oversee all event operations
- Analyze and evaluate event's results
- Issuing invoices and collecting payments in a timely manner, and creating comprehensive and readable financial reports
- Creating sales opportunities for future events during client liaisons and during events, including possessing a strong working knowledge of the company to further these sales opportunities
- Planning multiple events at once

### Requirements and Qualifications

- Sense of ownership and pride in your performance and its impact on 302 Aquaponics' success
- Very familiar with multiple marketing methods
- Initiative, enthusiastic, creative, critical thinker with problem-solving skills
- Good time-management and organizational skills
- Excellent organizational, communication, negotiation, and multitasking skills
- Ability to remain calm under pressure while maintaining a customer-service oriented attitude