



PTSD FOUNDATION  
OF AMERICA

## EVENT COORDINATOR

The Event Coordinator contributes to the mission of the PTSD Foundation of America by overseeing all aspects of event planning and management, encompassing the assurance that events are successful from idea to clean up.

**Job Description:** Will be responsible for every aspect of event planning. recruitment, placement, and retention of volunteers. Capable of distinguishing talent and utilize motivational and inspirational leadership techniques with people from all walks of life and organizations.

**Responsibilities:** The Event Coordinator has the following responsibilities and duties:

- Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost, creating a central communication hub for event coordination within the organization
- Establishing and maintaining relationships with the public, donors, vendors, and sponsors
- Coordinating and calendaring event only, Event & Fundraisers, Fundraising Only
- Create and update event and departmental reports on a regular basis, as progress and commitments are made.
- Develop and maintain an extensive network of contacts, both internal and external, to facilitate event coordination.
- Communicate with primary contacts in a professional manner and take detailed notes during meetings for events, gathering detailed information
- Perform event registration scheduling and maintenance including responding to attendee's and staff questions, making registration changes, creating discount and/or QR codes, and provide updates to all parties concerned.
- Possess exceptional Communication skills and attention to detail.
- Inventory supplies prior to and following each event.
- Develop a plan and process for the PTSD Foundation of America events
- Work with the Volunteer Coordinator in deploying volunteers at various events
- Assist with post event recaps and thank you letters to all vendors.
- Prepare & Maintain Event equipment, supplies, and deployment procedures
- Assist in securing sponsorship opportunities
- Ability to maintain a professional and positive attitude as a team player and work independently with little guidance in a fast-paced, changing environment.
- Any additional duties and projects as assigned

**Requirements:** The Event Coordinator should have the following skills, education, and experience:

- Post-secondary education in Event Management, Marketing, Communications, Business, or 2 years related experience.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word), SharePoint & DonorPerfect (Volunteer management software).
- Strong project management, customer service and relationship building skills. Maintain a professional demeanor while problem solving, multitasking, and working with diverse people.

**Physical Requirements:**

- Regularly requires sitting or standing for extended periods of time.
- Hearing and vocal is required to exchange information to convey and receive detailed information.
- Occasional exposure to air and blood borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.
- Ability to lift up to 50 pounds if needed

**Compensation:** The PTSD Foundation will offer the following:

- Salary: \$40,000 -
- Medical, Dental and Vision benefits
- Life Insurance
- Other benefits

Event Coordinator

FLSA/Grade: Exempt

Job Code: 13-1121.00