

# JOB DESCRIPTION (updated 12.16.21)

<b>Title:</b>	Love Out Loud Yadkin –The Shore House Events Coordinator
<b>Reports To:</b>	Love Out Loud Yadkin Partnership and Relationship Manager
<b>Hours:</b>	15-20 hours per week, some nights and weekends required
<b>Compensation:</b>	\$20/hour
<b>Other Benefits:</b>	Cell phone stipend; Monthly expense allotment
<b>To Apply:</b>	Submit resume and apply at: <a href="http://loveoutloudyadkin.com/apply">loveoutloudyadkin.com/apply</a>

## Summary of Position

Carries out the vision for Love Out Loud Yadkin to transform the county with the love of Jesus by connecting and mobilizing its people and resources through the operations and use of The Shore House as a community hub of relationships and good work.

## Key Responsibilities

### COMMUNITY ENGAGEMENT

- Work with LOL-Yadkin Partnership and Relationship Manager to initiate and maintain relationships between LOL-Yadkin and community organizations doing work in Yadkin County to assist in aligning initiatives and partnering.
- Deepen community relationships through supporting events hosted by community partners at the Shore House.
- Assist in creation of promotional and event information for the use of the Shore House.

### PROGRAM COORDINATION

- Carry out & host property-appropriate and mission-aligned events.
- Manage special projects, reports and other key tasks related to LOL Yadkin as needed.
- Coordinate all aspects of on-property events:
  - Manage an extensive calendar, billing, data entry, email database, event RSVP's (including waitlists, event payments, etc)
  - Prepare and execute contracts, schedule site visits, provide cost estimates, & troubleshoot
  - Manage & track contract execution and payment status for all outside licensee activity
  - Ensure clients receive exceptional customer service and support for their events
  - Manage hosted events: set-up, tear-down, welcoming guests, answering/resolving member questions, announcements, public speaking, follow-ups
  - Coordinate entertainment, catering, venues
- Coordinate with local stakeholders to host events as approved by the Partnership and Relationship Manager and the Love Out Loud Yadkin Advisory Board.
- Build and adhere to an event budget to avoid project overruns.
- Generate reports to track usage goals, compiling monthly newsletters detailing activity. Source potential leads.
- Manage special projects as needed.
- Anticipate, ameliorate/mitigate, and oversee risk management issues.

### Skills/Qualifications

- 2 to 3 years of event management and administrative support experience
- Outstanding organizational skills and extraordinary attention to detail
- Excellent customer service skills and strong relationship-building instincts, with ability to address issues with diplomacy
- Strong project management skills; must be able to manage multiple projects with frequent and specific deadlines and consistent follow up to ensure tasks are completed and that clients are satisfied
- Ability to rigorously manage emails and phone calls
- Thirst for knowledge and efficiency
- Proficiency in Excel, PowerPoint, Word and database programs required