

Job Title	Event Coordinator
Employer/ Agency	OakBend Medical Center
Job Description	<p>Event Coordinator is responsible for coordinating events, including all aspects of event planning, volunteer solicitation and coordination, managing to budget, follow up and appreciation. Coordinate and monitor event timelines and ensure deadlines are met. Initiates, coordinates and/or participates in all efforts to publicize event, edit and design promotional materials and prepare presentations. Develop and oversee fundraising events, negotiate and secure event space, secure sponsorships, create invitee list and send out invitations and manage RSVP list.</p> <ol style="list-style-type: none"> 1. Assist in planning improvements to existing events and new events that will facilitate the fund raising efforts of OMC 2. Foster & Strengthen philanthropic efforts benefiting OMC, from community individuals, foundations, businesses and professional resources. 3. Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the organization. 4. Aggressively gather information on each project to achieve quality event productions. 5. Conduct research, make site visits, and find resources to help staff make decisions about event possibilities. 6. Create and revised room layouts for each event. 7. Propose new ideas to improve the event planning and implementation process. 8. Serve as liaison with vendors on event-related matters. 9. Assist with managing on-site production and cleanup for events as necessary. 10. Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc. 11. Assist with preparing budgets and provide periodic progress reports to staff directors for each event project. 12. Keep track of event finances including check requests, invoicing, and reporting. 13. Prepare and modify event contracts as requested

Qualifications	<p>Bachelor's Degree or experience equivalent to minimum work experience.</p> <p>Must have minimum of 5 years event coordinating experience. Knowledge of healthcare donor community. Prefer experience in healthcare setting.</p> <p>Experience in event coordinating in healthcare setting preferred. Strong commitment to the mission and work of OakBend Medical Center. Excellent interpersonal skills and initiative, organizational skills and attention to detail. Exceptional customer service skills; courteous and efficient manner in dealing with the public. Excellent planning, organizational, and analytic skills as well as outstanding communication skills, both written and verbal. Ability to handle frequent changes, delays, and unexpected events in a flexible, positive way. Ability to manage competing demands and consistently meet productivity standards. Ability to work independently, as well as in a team and experience supervising and developing staff. Proficient in Microsoft Office products and ability to use scheduling software. Ability to quickly learn new software programs and adapt to new procedures.</p>
Salary/Hours	Market/Full Time
Employer/Agency	OakBend Medical Center
Address	1705 Jackson St
City, State, Zip	Richmond, TX 77469
Contact Person	Joe Freudenberger
Contact Title	CEO
Telephone Number	281-341-4819
Fax Number	281-341-3056
Email Address	JFreudenberger@obmc.org
Application Method	Online
Opening Date	12/16/14

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.