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## **EVENT PLANNER/COORDINATOR**

### **POSITION DESCRIPTION**

The St. Louis County Children's Service Fund (CSF) is seeking a creative and detail-oriented event planner/coordinator to assist our team.

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The Event Planner/Coordinator will plan, implement, oversee, and evaluate CSF events. In the past year, CSF has hosted two large-scale award banquets, a speed networking event for over 100 funded partners, and an educator wellness event, which was a half day event of appreciation, learning, and relaxation for St. Louis City and St. Louis County educators and school staff.

The Event Planner/Coordinator will work with CSF staff to design and develop the event and then oversee the day-to-day tasks to implement the event. This position plays an important role in expanding CSF's brand and increase the public's knowledge on mental and behavioral health resources in the community.

### **EXAMPLES OF DUTIES**

- Oversee attendee experience from conception through post-event review; manage on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases
- Coordinate with internal staff, community partners, and vendors to establish event components
- Serve as liaison to the CSF leadership team, the event project manager, and event planning committee throughout the planning process
- Manage and follow through on all correspondence, messages, phone calls, texts message and collaboration
- Review and analyze existing planning & event documents and available data
- Plan, coordinate and facilitate logistics, including attendee lists, venue preparation, presentation materials, security, catering, entertainment, equipment, decor, and marketing materials
- Proactively identify and solve operational challenges and troubleshoot any issues that arise on event day



- Perform other duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

Minimum three years relevant experience.

## **SALARY INFORMATION**

Budget not to exceed \$24,999 over the 12-month period.