



EPAZ Events Coordinator

Job Location

Phoenix Metropolitan Area

Fulltime/Part-time

Part-time (10-20hrs/month)

Salary

\$30-\$40/hr.

Job Summary

Environmental Professionals of Arizona (EPAZ), the premier nonprofit environmental professional organization in Arizona, is looking for a highly skilled event coordinator. EPAZ organizes a large number of events and activities throughout the year, including the Annual EPAZ Conference, monthly luncheons, fundraising events for student scholarships, and also participates in diverse environmental events promoting EPAZ mission. We are seeking an experienced and highly motivated professional to help make these events a success.

The ideal candidate will be able to evaluate services and negotiate with vendors, collaborate with the executive board and staff in drafting service contracts, and manage communications with attendees, speakers, and other stakeholders. This position requires the candidate to be comfortable in a leadership role that demands a creative and business-driven mindset.

Job Duties

- Maintain a working knowledge of the complex needs of a wide variety of events, and own every aspect of these events from venue choice to success metrics
- Develop and implement plans for event fundraising with a focus on business growth and monthly cash flow
- Operate within budget and keep pace with event timelines
- Research vendors and make selections based on quality and cost
- Book venues, schedule services, draft and finalize contracts for board review, and manage event logistics



- Work with graphic designer to develop creative and appealing event materials and promotional materials
- Plan all event details, including speakers, seating, dining, and guest lists
- Handle day-to-day administration of events and programs including attendee participation, registration counts, RSVP tracking, and issues resolution
- Troubleshoot potential problems that may arise
- Create an effective coordination process to collect payments on time
- Ensure all events comply with all national and local regulations
- Uphold the organization's mission and vision with every event

Knowledge, Skills & Abilities

- Experience in event planning or event coordination in corporate or nonprofit environments
- Detail oriented, ability to plan event details and logistics and anticipate potential problems
- Experience working with colleagues in graphic design, sales, Information technology (IT), marketing, and communications
- Excellent organizational, communication, negotiating, and multitasking skills
- Ability to remain calm under pressure and provide a high level of customer-experience
- Financial skills and experience in managing budgets, tracking expenses, and creating accurate reports
- Advanced knowledge of Microsoft suite products, adobe acrobat, and, data analysis and reporting tools
- Ability to network with a wide variety of professionals and entities including vendors and support staff
- General knowledge of guest expectations and customer experience

Contact Information: If interested, please email your resume and cover letter (optional) to president@epaz.org

Environmental Professionals of Arizona
2875 W. Ray Road, Suite 6 # 347
Chandler, AZ 85224