



JOB TITLE: Events and Community Engagement Coordinator

ABOUT US

It is the mission of PBS North/The North 103.3FM to inspire and enrich lives for a more vibrant and connected community. We fulfill this mission by offering multimedia platforms and creating programming with communities, providing opportunities to learn, connect, and engage. We connect with diverse audiences through compelling content and impactful events that reflect the richness of our community.

POSITION SUMMARY

As our Events Coordinator, you will play a pivotal role in shaping and executing events that resonate with our community, align with our mission, and strengthen our partnerships. This position demands a creative thinker with outstanding communication and organizational skills, someone who thrives on building connections and ensuring that our events leave a lasting impression.

KEY RESPONSIBILITIES

Event Planning and Execution

- Conceptualize, plan, and execute a variety of events that align with the organization's mission and vision, and engage diverse audiences across multiple platforms.
- Collaborate with leadership team and other key stakeholders.
- Coordinate logistics, including venue selection, vendor management, scheduling, and on-site coordination, to ensure seamless event execution.
- Acts as primary contact for events not sponsored by PBS North/The North 103.3FM.

Community Engagement

- Develop and foster meaningful connections with our community through events that reflect their interests, concerns, and aspirations.
- Develop strategies to maximize community participation and ensure events are inclusive and accessible to diverse audiences.

Partnership Building

- Identify and build strong relationships with local organizations, businesses, and community leaders to enhance event collaboration and support.
- Collaborate with partners to co-create events that bring mutual benefits and value to all involved stakeholders.

SKILLS - REQUIRED

- **COMMUNICATION:** Effectively communicate event detailed plans, goals, and impact to internal teams, partners, and the community through various communication channels including social media, press releases, and newsletters, to promote events and maintain a strong organizational presence.
- **ORGANIZATIONAL:** Strong organizational skills are essential for tracking deadlines, schedules, budgets, and logistics.
- **BUDGETING SKILLS:** Experience and skills in creating and managing budgets effectively.
- **INTERPERSONAL SKILLS:** Strong interpersonal skills needed to foster positive relationships and collaborate effectively with others.
- **LEADERSHIP SKILLS:** Proven leadership skills are essential for delegating tasks, motivating team members and volunteers to hit deadlines.
- **NEGOTIATION SKILLS:** Demonstrated negotiation skills to obtain and achieve best

ABILITIES - REQUIRED

- **ENGAGE WITH COMMUNITY:** Strong understanding of community engagement principles and the ability to translate them into successful event strategies.
- **PROBLEM-SOLVING ABILITIES:** To think quickly on their feet and come up with solutions to resolve issues as they arise.
- **RELATIONSHIP BUILDER:** Internally and externally, delegate tasks, and foster positive working relationships is essential for successful event planning.
- **ATTENTION TO DETAIL:** To ensure events and surrounding programming runs smoothly.
- **TIME MANAGEMENT:** Can manage time efficiently to meet deadlines and ensure that everything is completed on schedule.
- **CREATIVITY:** Ability to create memorable experiences. Bring innovative and creative ideas and keep events fresh and exciting.
- **RESEARCH:** Explore new event formats and technologies to enhance audience engagement and reach that are aligned with our organization's mission and values.
- **STRESS MANAGEMENT:** Able to stay calm under pressure, manage stress effectively, and maintain composure during demanding circumstances.
- **MULTITASKING:** multitask efficiently and prioritize tasks is essential for staying organized and on track.
- **ADAPTABILITY AND FLEXIBILITY:** Ability to easily adapt and be flexible to adjust plans to accommodate unexpected changes.

EDUCATION AND QUALIFICATIONS

- Four-year degree or certification in nonprofit organization preferred.
- Minimum of three years proven experience in event coordination, preferably in the media or nonprofit sector.
- Demonstrated success in building and maintaining partnerships with diverse stakeholders.

PHYSICAL REQUIREMENTS

This position requires frequent sitting, standing, walking, verbal communication, nonverbal communication, using computer screens, and occasional travel.

TO APPLY

If you are a dynamic and creative individual passionate about community engagement, event coordination, and building meaningful partnerships, we invite you to apply. Please submit your resume, a cover letter highlighting your relevant experience, and a portfolio of successful events you've coordinated to applicants@wdse.org.

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