

Job Posting

Category: Pinecrest Golf Club
Job Title: Event Coordinator
Class: Full Time
Salary: \$36,000 plus Commission

Qualifications:

- Must have at least 2 years of experience as an Event Coordinator.
- Must have computer skills with a full command of Microsoft Office Suite.
- Must have excellent organizational skills
- Must be at least 21 years of age.
- Must possess strong oral and written communication skills.
- Must be able to work under pressure and meet deadlines.
- Must be able to work a flexible schedule including nights and weekends.

Duties and Responsibilities

- Responsible for coordinating events, including planning menus, booking musicians, putting up decorations, ordering flowers, and ensuring the event runs smoothly.
- Coordinate details of events such as conferences, weddings, birthdays, golf outings, anniversaries, charity events, surprise parties, trade shows, sales meetings, business meetings, employee appreciation events, and holiday parties.
- Book talent, including musicians, bands, and disc jockeys.
- Coordinate food samplings with and select dishes for event.
- Plan layout of seating and decorations.
- Schedule speakers, vendors, and participants.
- Coordinate and monitor event timelines and ensure deadlines are met.
- Initiates, coordinates, and/or participates in all efforts to publicize the event with the help of the park district marketing director.
- Prepare presentations.
- Work with printer and designer to develop event invitations.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre and post-event evaluations.
- Keep inventory of backdrops, projectors, computers, and other display materials.
- Be able to use banquet software to ensure event calendar stays organized.
- Other duties as assigned by the Golf Director.

The Huntley Park District is an equal opportunity employer. A criminal background check is required.

Please send resume to: Huntley Park District
12015 Mill Street
Huntley IL, 60142

or email to: crystalv@huntleyparks.org