



## Events Coordinator Job Description

**Application must include resume, cover letter and salary requirements in order to be considered. To apply, email your resume and cover letter with salary requirements to: [mlarsen@poweredbyprofessionals.com](mailto:mlarsen@poweredbyprofessionals.com).**

### **Join Our Team: Events Coordinator at Powered by Professionals (PBP)**

**Location:** New York City, NY

**Position Type:** Full-time, Hybrid Office Set-Up with 2-3 days each week in the office

**Salary:** \$45,000 - \$60,000 based on experience

**Experience:** 1-3 Years of Event Experience (Fundraising Events preferred)

**Education:** Bachelor's Degree

### **Who We Are**

At Powered by Professionals (PBP), excellence in event management, fundraising, and consulting is not just our goal—it's our standard. Located in the bustling epicenter of New York City, we are a leading firm dedicated to producing memorable events exclusively for nonprofits. From elegant galas to engaging run/walks, our portfolio is diverse, impactful, and meaningful.

We believe in the power of unity to create a ripple effect of change. Our mission is simple yet profound: to connect hearts and hands to causes that matter. Whether it's guiding individuals, families, or corporations to volunteer opportunities that spark a light in their souls or empowering them to weave their own tapestry of change through charitable organizations, we're here to make the world a better place, one event at a time.

Learn more about our work here: <https://www.poweredbyprofessionals.com/>

### **Step Into a Role That Matters: Event Coordinator**

As an Events Coordinator, your passion for making a difference will be at the forefront as you support the planning and execution of 5+ major events annually. Your contributions will be pivotal in shaping unforgettable experiences that not only meet but surpass our clients' expectations. Here's how you will make a difference:

- **Event Planning & Operational Support:** Collaborate closely with our team to organize and implement 5+ major events each year. You'll be involved in every step of the process, from the planning stages to the day-of execution. This includes overseeing event logistics, vendor coordination, registration and attendee management, and more.
- **Innovation & Adaptation:** Embrace technology, recommending and managing the best platforms and tools to enhance event execution and participant engagement.

- **Team Collaboration & Coordination:** Work in close partnership with team members across departments to ensure a cohesive approach to event planning, execution, and follow-up.

### **What You'll Bring:**

- A bachelor's degree with 1-3 years of experience in events (fundraising event experience preferred).
- A solid technical acumen, comfortable with CRMs and adept at learning and managing new technologies.
- Exceptional organizational, planning, and time management skills, capable of juggling multiple projects simultaneously.
- Strong communication skills, both for internal team collaboration and external relationship building.
- Creativity and a keen eye for detail, enhancing our events with innovative ideas and meticulous execution.
- The ability to thrive in a flexible, dynamic environment, adapting quickly from one project to the next.
- A commitment to excellence, with a positive, team-oriented attitude and an enthusiastic, initiative-taking approach.

### **Why Join PBP?**

- **Impactful Work:** Every event you lead will directly contribute to our mission of making the world a better place.
- **Growth Opportunities:** We're committed to your professional development, offering a platform to grow your skills and advance your career.
- **Flexible & Inclusive Environment:** Our hybrid office setup (with 2-3 days a week in the office) and flexible schedule accommodate your work-life balance while fostering a culture of diversity and inclusion.
- **Comprehensive Health Benefits:** Eligibility for our health benefits program begins three months after you join us, offering substantial company contributions to support your health and well-being.
- **401(k) Retirement Plan:** Once you've been with us for a full year, you're eligible for our 401(k) which includes employer matching.
- **Generous Time Off:** Recharge with 15 PTO days, 4 summer Fridays, a day off for your birthday, an additional five days off in December, and 4 floating holidays.

This role is perfect for a strategic thinker who is passionate about making a difference through impactful events. If you have a knack for technology, a flair for creativity, and a heart for nonprofit work, we would love to hear from you. Join us at PBP and help us create events that inspire change and foster community engagement.

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