**Events & Marketing Coordinator**

BCI is seeking an Events & Marketing Coordinator.

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The Events & Marketing Coordinator will be an essential part of the development and marketing areas and will be responsible for successfully planning and executing a wide variety of events including fundraisers, open houses, group tours, social events, internal meetings, and more. The Events & Marketing Coordinator will manage each event from start to finish and will report to the VP of Development.   
   
**Primary Duties & Responsibilities**

* Create and execute multiple, sometimes simultaneous, events—from initial planning to on-site event management, to post-event follow up
* Build and manage event budgets
* Build and manage timelines to ensure all key deadlines are met
* Negotiate contracts for rental of event venues
* Plan and draft all event-related content to social and traditional media outlets
* Collaborate with internal departments and external vendors to ensure all event details are addressed and implemented effectively
* Provide regular updates to management
* Track event key performance areas and identify areas for improvement
* Ensure staff awareness of events and create avenues for them to share information
* Track event attendance statistics
* Manage volunteer program
* Organize and maintain inventory of relevant and up to date marketing/collateral material for all events
* Assist in the creation and implementation of the organization’s strategic planning
* Support all other corporate marketing initiatives for BCI, BCI Packaging, Show Me Shine, and the Skills Center
* Perform other duties as assigned

**Education and Experience Profile**  
Our ideal candidate holds a bachelor’s degree in marketing, communications, or event planning and has successfully managed events of all sizes for 2+ years. Furthermore, he or she is a team player and has excellent communication skills and a great deal of self-sufficiency in accomplishing his or her duties.   
   
**Required Skills**

* Outstanding project and time management skills—highly organized, detail focused, and results-driven with the ability to juggle multiple time-sensitive requests
* Excellent communication skills, both written and verbal
* Ability to accomplish projects with little supervision
* Ability to problem solve and to be accountable for results
* Experience in writing and designing enticing event marketing materials
* Proficient in Excel, Word, InDesign, Illustrator and Photoshop
* Ability to work 10-15 weeknights or weekend days per year for non-workday events

In addition to competitive compensation, BCI offers a comprehensive benefits plan including paid leave, employer-subsidized Health, Dental and Vision Insurance, employer-paid Short-Term Disability, Long-Term Disability, and Life Insurance, and a 403(b) retirement plan with an immediately vested, employer-provided match of up to 4% of pay.