

## **Events Coordinator Job Description**

**Full-Time, Monday-Thursday: 8am-5pm, Friday: 8am-4pm**

***Miles Perret***

**Miles Perret (MP) is seeking a highly organized, creative, and self-starting Events Coordinator to plan and execute our core fundraisers and mission-focused initiatives. This role plays a key part in bringing the MP mission to life by creating meaningful, engaging experiences for participants, donors, and the families we serve.**

**The Events Coordinator reports directly to the Advancement Director and works closely with each member of the Advancement Team.**

### **Key Duties Include:**

- **Leading the planning, coordinating, and execution of Games of Acadiana, Camellia Crossing: Acadiana's Gleaux Run, and the Change for Miles campaign.**
- **Managing in-person event logistics such as timelines, task lists, permits, and supplies.**
- **Coordinating multiple vendors and contractors per event, including seeking bids, organizing event day appearances, and hosting post-event wrap-ups.**
- **Working with the Volunteer Coordinator to assign volunteer needs and recruit new volunteers.**
- **Owning the event lifecycle, including the beginning planning stages, tracking data, following up with all tasks, leading the packing/unpacking of all supplies, and participant/vendor acknowledgements.**

### **Requirements:**

- **Bachelor's degree in hospitality, business, marketing, event management, communications, or a related field.**
- **Minimum of 3 years experience in event coordination.**
- **Reliable transportation and the ability to travel locally, including being able to drive the Miles Perret van when necessary.**
- **Flexibility to work evenings or weekends when necessary.**

**Skills:**

- **Attention to detail**
- **Excellent organizational skills**
- **Experience with technology**
- **Confident in learning new software**
- **Highly adaptable**
- **Ability to take initiative and anticipate logistical needs**
- **Creative problem solving**
- **Strong communication skills**
- **Experience with virtual events**

**Interested applicants can submit their resume via email to [advancement@milesperret.org](mailto:advancement@milesperret.org).**