

Posting Information

Position Title: Sr. Events Coordinator **Position Type:** Full-Time Employment
Position Location: Utah County, Utah **Position Pay:** \$50,000-55,000
Hiring Manager: Matthew Hartvigsen | hr@yuniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources. We empower parents and caregivers to protect children from sexual abuse through education and online resources. We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are looking for an event coordinator to assist in all our Foundation event needs. They will produce events from conception through completion. These events include major and small conventions, philanthropy events, and corporate partner events held locally, nationally, and internationally.

Educational/Professional Requirements

- A Bachelor's Degree or equivalent work experience

Experience Requirements

- Previous experience planning events at least 5 years
- Excellent organizational skill, both written and verbal
- Ability to problem solve initial event plans and adapt as plans change

Responsibilities

- Help manage the production of all event materials
- Make sure major event milestones are hit
- Serve as a liaison between our corporate partners and the foundation
- Manage vendor relationships as they relate to events
- Manage event schedules
- Oversee staffing of events
- Calm under pressure as things adjust and go differently than planned
- Negotiate prices with vendors
- Organizationally keep events on track