

# GAIA AFRICA

## EVENTS COORDINATOR



**Reporting Relationships:** Business Development and Operations Manager

**Classification:** Salaried

**Full-Time Working Hours:** As required

### **Basic Function:**

Responsible for developing goals and actions for Membership development; ensuring the maintenance and retention of memberships for the Club.

Coordinator will work closely with the Programmes and membership coordinator, Business development and Operations manager and the General Manager to develop and manage the optimum membership structure, programs, and offerings for the Club.

Develop the membership strategy and ultimately bring the Club to “full membership” status and manage attrition thereafter.

The job also calls for a highly skilled event programmer to make Member gatherings interesting, effective, cost-efficient, and most importantly memorable.

### **Programming & Events Coordination**

- Programming & Event Coordination, including researching types of events, possible speakers, event planning and creating and maintaining the events calendar.
- Brainstorming and implementing event plans and concepts.
- Understand requirements and details of each event
- Plan and organize events with attention to budgets and timing
- Identify and Schedule appropriate speakers, musicians, poets, fashion designers etc for events
- Identify and compare different vendors (catering, decorators, photographers etc.)
- Liaise and negotiate with vendors to obtain the most favourable terms
- Seek and identify possible partners and discuss with BD Manager
- Carefully oversee the event & offer solutions to resolve problems in a timely manner
- Handle post-event reports.
- Develop event feedback surveys.
- Cultivate positive relationships with key members of the community, local business leaders, and companies doing business with the Club or newly signed members, and local and international media.
- Assist with content from events for the Monthly newsletter.
- Perform any other tasks requested by management.

**Physical, Mental and Visual Skills:**

- ⇒ Excellent organizational and communication skills.
- ⇒ Multi-tasker
- ⇒ Self-motivated
- ⇒ Ability to provide effective written and verbal instructions, as well as to retrieve information from technical sources.
- ⇒ Problem solver
- ⇒ Innovative thinker

**Educational, Development and Work-Related Experience:**

- ⇒ Prior Club experience preferred
- ⇒ Excellent knowledge of event management, public relations & branding acquired through college level of course of study, trades training or equivalent experience
- ⇒ Thorough knowledge of general business administration practices and procedures as would be acquired through 5 years of similar experience in progressively responsible positions. Must possess basic office computer skills (i.e. – Word, excel, power point, adobe, outlook, etc.) for business communication.
- ⇒ Portfolio of successful events
- ⇒ Sense of ownership and pride in job performance and impact on company's success
- ⇒ Excellent vendor management skills
- ⇒ Service Excellence skills
- ⇒ Excellent People Skills
- ⇒ Team Player