

Event Associate

Department/FLSA Status:	<i>Operations - Non-Exempt</i>
Classification:	<i>Full-time</i>
Job Title:	<i>Event Associate</i>
Supervisor:	<i>Chief of Staff</i>
Job Purpose:	<i>The Event Associate is responsible for assisting with all events and meetings hosted at the Kansas Leadership Center and Kansas Health Foundation Conference Center from conception to clean up. This position will coordinate event details with program and event staff, including scheduling, room set ups, audio/visual equipment, meals, and lodging to ensure events run smoothly from conception to completion.</i>

Who we are looking for:

This opportunity is for a detail-oriented, self-starter who has great customer service skills and experience with event management. In addition to being organized, flexible, and a team-player this individual should:

- Be confident in their abilities but always looking to learn more.
- Have passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center.

Job Responsibilities:

- Serve as a member of the event team, providing onsite support for all programs and events
- Welcome all guests and direct to appropriate meeting space
- Assist with scheduling of meeting rooms and maintaining calendar for all meetings and events
- Assist with furniture arrangements and A/V needs for meeting spaces
- Communicate event information with vendors (caterer, parking garage, hotels, cleaning crew etc.)
- Ensure lobby is open and “meeting ready” each morning and closed each evening
- Prepare and maintain drink station and buffet lines when groups of 25 or fewer are present
- Serve as back up to the front desk/receptionist, including answering main phone line
- Process check requests for monthly expenses, including contractor payments, supply orders, catering invoices, hotel invoices, etc.
- Maintain upstairs breakroom room, including purchasing and restocking of snacks and supplies
- Track and maintain inventory of program and office supplies
- Other duties as assigned

Qualifications:

- A bachelor’s degree is preferred but not required
- A minimum of two years of experience in a professional working environment planning and managing events or related training and experience is preferred
- Excellent interpersonal and communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies
- Demonstrates excellent time management and organizational skills
- Deadline oriented with significant attention to detail and process
- Demonstrated ability to manage complex event planning projects
- Ability to demonstrate a high degree of initiative and willingness to accept responsibility
- Ability to work with a team in a highly collaborative environment
- Ability to manage multiple projects and tasks simultaneously
- Ability to work under pressure to meet deadlines
- Ability to demonstrate a customer service attitude
- Flexibility with work schedule
- Highly proficient in Microsoft Office applications
- Able to demonstrate a professional and positive attitude

Please forward cover letter, resume, and at least two references to Jamie Moeder, Chief of Staff, at jmoeder@kansasleadershipcenter.org.

Kansas Leadership Center is proud to be an equal opportunity employer.