Events Coordinator

Illinois Park and Recreation Association (IPRA)

Contact Name: Cindy Galvan
Contact E-mail: cindy@ilipra.org
Contact Phone: 708-588-2280
Closing Date:
Salary: $50,000 - $60,000 / year

Description:
Position summary
The **Events Coordinator** is a full-time position providing day-to-day administrative, logistical and on-site support for IPRA conferences, events, board meetings and some in-person educational programs. The Coordinator carries out assigned event tasks for the Events and Sponsorship and Education departments. The role is responsible for reliable execution, timely records and responsive service.

Position type: Full-time, Hybrid work environment (three days in office, two from home after initial onboarding)

Essential duties and responsibilities:
Event planning and execution
· Maintain event calendars, timelines, task lists, vendor contact lists, shared documents, checklists and meeting schedules for assigned events.
· Assist with venue and room reservations, catering counts, audio/visual orders, signage, supplies, materials, transportation, housing lists and related arrangements within approved budgets and contracts.
· Coordinate registration setup details, attendee communications, lists, name badges, check-in materials, confirmations, evaluations and post-event follow-up with appropriate staff.
· Track speaker and volunteer forms, headshots, biographies, handouts, permissions, deadlines and other documentation; route content or approvals to the appropriate department lead.
· Organize committee meeting logistics, agendas, notes, records and routine correspondence as assigned.
· Support conference website, event platform and mobile-app data entry and quality checks under the supervisor's direction.
· Attend any events or meetings as assigned.
Educational event support
· Provide primary logistical coordination for assigned in-person IPRA educational events, working from program requirements established by the Education Director and directed by the supervisor.
· Attend assigned educational events to handle setup, check-in, speaker/volunteer assistance,

catering and AV coordination, participant service, troubleshooting and breakdown.

· Collect attendance and evaluation information as assigned by the Education Director or authorized staff.

· Communicate operational issues and attendee feedback promptly.

Conference, sponsorship and event support

· Assist with IPRA responsibilities for the joint annual conference, including session room logistics, volunteer schedules, signage, board and staff arrangements, registration support, records and on-site troubleshooting.

· Maintain sponsorship fulfillment calendars, benefit checklists, deliverable records, sponsor materials and event activation details; escalate relationship, pricing or contract decisions to the supervisor. (This may include some Conference sponsorship assistance.)

· Support IPRA recognition events, receptions, member and board meetings and special events through logistical preparation and on-site assistance.

· Provide coordination support for designated mentor or member engagement events or administrative projects when approved by the supervisor.

Operations and communication

· Maintain organized shared files, accurate event records, contact lists, invoices and purchase documentation; route financial approvals through authorized staff.

· Coordinate with Marketing and Communications on event promotions and registration information and with Finance and Operations on invoices and reconciliation.

· Deliver timely, professional service to attendees, members, sponsors, speakers, volunteers and vendors.

· Follow IPRA policies, risk-management procedures, accessibility expectations and event safety plans; document problems and recommend process improvements.

Qualifications and experience

· Bachelor’s degree or equivalent combination of education and relevant professional experience; event coordination experience preferred.

· One to three years of administrative, event, hospitality, association or program support experience preferred.

· Strong attention to detail, organization, follow-through and customer service; ability to juggle competing event deadlines.

· Proficiency with Microsoft Office and willingness to learn registration, association management, project management and event software.

· Proficiency with database, association management software, sales software or related.

· Comfort with on-site event work, occasional extended hours and travel primarily within Illinois.

General expectations

· Support IPRA’s mission, strategic priorities, service standards and collaborative workplace culture.

· Exercise sound judgment, preserve confidentiality, follow personnel, financial and risk-management policies, and perform other related duties as assigned by the Executive Director or supervisor.

· Work some evenings and weekends during major events; travel primarily within Illinois, including the annual conference and other assigned meetings.

· Will work all hours of Joint Annual Conference, with related travel and overnight accommodations.

· Reasonable accommodations may be made to enable qualified individuals to perform essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; use hands and

fingers to handle or feel; talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Visual work will be conducted on a computer monitor and use of keyboard with keyboard strokes.

Send cover letter and resume to Cindy Galvan at cindy@ilipra.org.