

**Job Title: Event Coordinator**  
**Department: Event and Travel**

**Status: Non-Exempt**  
**Reports to: Event and Travel Director**

**Position Summary:**

The Event Coordinator is primarily responsible for providing support to the Event Director and overall event and travel department in the day-to-day coordination of travel and event logistics on multiple events, to include Marketing and Motorsports travel needs. The Event Coordinator also assists in supporting the Motorsports Executive team and Account Services team on an as needed basis.

Coordination/support includes booking travel (i.e. hotel, flights, rentals), updating ELRTs and manpower schedules and follows Jackson's forms and procedures for various event needs. Keeps necessary documentation up to date and clearly communicates when tasks are completed or if changes are made. Handles vendor research and compiles information so that proper vendors can be chosen. Provide internal support and back-up when the Event Producer is unavailable.

The position requires time flexibility to travel and work beyond eight hours as needed per the demands of the projects.

**General Purpose:** Internal support and coordination of travel and logistics for each event.

**Essential Functions:**

- Books and updates travel information as needed for each event, including transportation, hotel negotiations/contracts and communications with vendors and Jackson Associates. Research options to assure best pricing and value with consideration to value added concessions (wifi, parking, breakfast, resort fees, etc...) and use information to make decisions on behalf of client and agency based on best overall option for client, budget, and event schedule.
- Inputs and maintains travel information utilizing Jackson's systems to assure accurate, centralized information, and cross referencing systems for consistency. This includes, "Event Logistics Reference Tool" (ELRT) spreadsheet, Manpower schedules/calendars, and When to Work (W2W).
- Coordinate directly with Event Producers and Program Managers for manpower and travel needs. Proactively providing information on schedules and/or potential challenges.
- Assists in coordinating and managing event logistics (i.e. researching vendors, venues, catering, rentals) as needed.
- Assists in setting up internal client meetings (i.e. food and beverages) as requested.
- Assists in planning and managing internal Jackson events (i.e. Halloween, Thanksgiving, Christmas).
- Helps with event fulfillment (i.e. binders, gifts, name badges) as needed.
- Understands and shows strong work ethic to finalize all tasks prior to each event and while on site at an event.
- Communicates effectively with associates, clients, vendors, and staff.

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- Interacts with all departments within Jackson, keeping event teams informed and moving forward through timely and accurate communication.
- Consistently checks and replies to voicemail, e-mail, texts, etc., to stay current with all travel and event communications, including after hour emergency travel and event support, as needed.
- Updates excel sheets and departmental documents accurately and proactively
- Make copies, handle shipping requests, as needed
- Advantage Alerts and Executions for events, as needed
- Back-up support for front desk coverage, as needed

### ***Travel Requirements***

- Position may require occasional travel to and from events on as needed basis for additional event support.
- Schedule of events are not pre-determined; they are determined based on the requirements and dates of the particular event.
- Jackson does not determine event dates; they are based on client direction.

### **Essential Skills & Experience:**

- High School diploma or equivalent
- 1+ years administration or other related experience
- Familiarity and knowledge of contracts for hotels, rental vehicles
- Excellent interpersonal and communication skills (written and verbal)
- Strong time management, organizational and thinking skills
- Inquisitive and detail oriented
- Proactive, resourceful, strong team player
- Service oriented mindset
- Resilient in fast-paced, fluid, and stressful situations
- Strong skills in MS Excel (including formulas and macros), Word, PowerPoint, and Outlook
- Commitment to company values

### **Nonessential Functions, Skills & Experience:**

- Travel Agency experience, preferred

**Physical Demands & Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle, or feel objects, keyboards, office equipment, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, talk and hear. The associate must occasionally lift up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral, vision, depth perception, and the ability to adjust focus.

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**Event Coordinator**

**Page 2**

**THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY ASSOCIATE'S STATUS AS AN AT-WILL EMPLOYEE. ACCORDINGLY, EITHER THE COMPANY OR THE ASSOCIATE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT NOTICE.**

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- Work environment: The noise level in the work environment is usually moderate.

**General Sign-Off:** The associate is expected to adhere to all company policies.