



## Events Coordinator

The Minnesota Breastfeeding Coalition (MBC) is seeking a part-time events coordinator hired on contract to assist with events for **2017**. See job description for more details. Please submit resume with cover letter describing past experience coordinating continuing education or related events and submit to [lindadech99@gmail.com](mailto:lindadech99@gmail.com) with *MBC Events Coordinator* in the subject line. Applications accepted until February 3, 2017. Notification by February 22, 2017.

## Job Description

Events include Annual Meeting and Workshop and Health Care Collaborative related event (e.g. webinar).

Time: Approximately 4-15 hours / week depending on planning stage, March – November 2017. Annual Meeting and Workshop held in October or November; Health Care Collaborative related event TBD.

Total contract: Up to \$10,000

Contract Agreement: Draft available upon request

Job duties for an MBC events coordinator position include and are not limited to:

### Speaker details:

- Speaker Contract Coordination: Contact potential speakers for details pertaining to a contract, and complete all contract details, including speaker contact information and final signatures
- Speaker Coordination: serve as primary contact for all speaker communication regarding the event (questions, issues that arise before the event)
- Assist with arranging speaker transportation and lodging logistics when needed for paid out-of-town speakers

### Administrative duties:

- Organize event planning meetings: send out agendas, coordinate minutes, arrange for location/meeting rooms/call-in options
- Explore webinar vendor options; features, cost of webinars, account requirements and maintenance
- Coordinate speaker information and materials needed for continuing education applications and requirements
- Obtain PowerPoints or handouts well before event and organize on computer for speaker presentations on conference day
- Draft event agenda and registration brochure, including confirming final objectives with speakers
- Ensure agenda and registration brochure have timely review by proofreading team, and coordinate final printing
- Assist in finding facility, catering, AV needs

- Recruit Steering Committee/Board members to assist with event jobs before and during the events
- Assist with budget and keep track of costs
- Assist with setting up online registration
- Assist with recruiting volunteers to help with event duties; and maintain and update master event duty list
- Communicate with Website Subcommittee to upload event materials, and assure past event agendas and PowerPoints are updated on the website
- Assist with folder materials, handouts, name tags, copies as needed
- Assist with updating the email contact list, funder contacts, and sending Save the Date and Registration brochure
- Assist with coordinating speaker gifts, door prizes, thank you notes
- Post event, follow up with payment of speakers, facility/catering fees, CEU requirements, evaluations
- Summarize evaluations to present to MBC Board and Steering Committee