

Emerging Prairie Event Coordinator

Full-time Position 40 hours per week.

Salary: \$28,000-\$38,000

Emerging Prairie is looking to add a teammate into the Event Coordinator role within the organization. Our ideal teammate is someone who is great at accomplishing tasks, loves Fargo, and wants to contribute in a meaningful way to help our team be world-class in hosting events. The Event Coordinator for Emerging Prairie will play a key role in event planning, event logistics, and event execution.

We'd like to add a self-driven individual with the ability to execute on the logistics and administration in support of the Emerging Prairie events team in a fast-paced environment. Our team needs someone who excels at organization, is detail-oriented, and is capable of managing multiple projects simultaneously. The Event Coordinator will need to anticipate project needs, identify work priorities, meet deadlines with little supervision, and be willing to work early mornings, evenings and weekends on occasion during events. Emerging Prairie events range in size from 50-person summits to the 2000-person TEDxFargo. This is an entry-level position.

Overview:

Event Planning and Production	70%
Event Administration	20%
Additional duties as assigned	10%

Key Areas of Responsibility:

Event Planning and Production

- Assist with negotiations for venue contracts, book event venues, arrange catering and bar service, contract appropriate AV production, make travel and lodging arrangements, order event signage, identify and order needed supplies, and ensure appropriate décor (florals, linens, etc.) to meet the quality expectations of Emerging Prairie.
- Purchase and organize event materials.
- Serve as liaison with vendors and partners on event-related matters. Including production, catering, design, materials, venue, photography, etc.
- Assist with on-site production, setup, and cleanup for events as necessary.
- Recruit laborers and/or volunteers as needed for event support, setup, and teardown.
- Close out all events as required to ensure payment of vendors and final payments are made to Emerging Prairie.

Event Administration:

- Assist with the tracking of expenses and income based on the budgets developed with the Events Manager/Conference Director.
- Coordinate appointments and visits with vendors and partners and schedule events on the calendar.
- Manage event registration processes and ticketing through Eventbrite.

To apply: Send a cover letter and résumé to admin@emergingprairie.com

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Minimum Qualifications:

- Excellent communication skills, including writing, proofreading skills, and public speaking.
- Excellent interpersonal skills both in person, by phone, and email, with high professionalism.
- Comfortable operating with minimal supervision to meet event needs.
- Ability to keep up with the rapid pace of the position and be adaptable to spontaneous adjustment/revisions.
- High organizational skills and a tendency for detail-orientation is essential.

Preferred Qualifications:

- 6 months-1 year experience coordinating events
- Proficient using Microsoft Office Suite, Google Suite, as well as email and web searches.
- Proficient with Eventbrite.
- Interest in community development, technology, entrepreneurs, and the entrepreneurial ecosystem

Physical demands:

- Ability to continuously stand or walk for extended periods of time.
- Ability to bend, squat, climb stairs and lift frequently.
- Ability to lift up to 50 pounds.

Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- Will climb ladders and work off elevated surfaces on an occasional basis during each shift.
- Noise level in the work environment is frequently loud.
- May occasionally work early mornings, evenings, and weekends.

Emerging Prairie provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate the entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1) Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.

2) Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.

3) Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.

4) Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: To connect and celebrate the entrepreneurial ecosystem in Fargo-Moorhead.

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