



EVENT PLANNING COORDINATOR

X-FACTOR STRATEGIC COMMUNICATIONS

POSITION DESCRIPTION

We are looking for a highly motivated, talented individual to join our team. As an X-Factor Event Planning Coordinator, you will work with an expert team of event planning professionals to deliver successful events, workshops, and large-scale gatherings for our clients. You will support the event planning director and senior manager to curate programming, develop and execute marketing plans, oversee logistics, and serve as a liaison with speakers and presenters. Competitive candidates will possess excellent written and verbal communications skills and will be adept at fostering interpersonal relationships. Must be a detail-oriented self-starter who can work independently in a fast-paced environment.

RESPONSIBILITIES

- Coordinate with internal staff, clients, and vendors to establish the requirements for an event
- Locate resources, visit sites, and lead internal meetings to help staff make decisions about event
- Plan and facilitate logistics, guest lists, venue preparation, presentation materials, security, catering, entertainment, transportation, equipment, decor, and marketing materials
- Oversee client experiences from conception through post-event review; staff on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases
- Build and maintain a comprehensive database of industry contacts, vendors, and venues

SKILLS/QUALIFICATIONS

- Possess a bachelor's degree and 1-3 years of experience in event planning, strategic communications, marketing, public relations, or related field.
- Ability to build positive rapport and trusted relationships with clients
- Comfortable working with technology media across industry verticals, pitching stories, staffing briefings and providing targeted outreach to diverse audiences
- Able to manage others and oversee multiple direct reports with different managerial requirements, working on both hard-and soft-skill development
- Strong editing and writing capabilities

BENEFITS

The salary range is \$40,000 to \$55,000 annually, depending on experience. This full-time position comes with a full package of benefits, including medical, vision, dental, and life insurance, 401(k) retirement plan participation with 5% company match, wellness and cell phone benefits, paid vacation, and sick leave. This position is also eligible for participation in the company's profit-sharing plan. Employees are provided with opportunities for regular incentive bonuses and merit increases. Flexible work schedule and remote work options available.

CONTACT

Interested applicants should send a cover letter and resume to Liz Zacarias, liz@xfactorutah.com. For questions, please call 310-561-0399.

FIRM DESCRIPTION

X-Factor Strategic Communications is a full-service public relations agency that specializes in innovative, data-driven communications. Strategy is literally our middle name. We provide a full suite of services, including public relations, strategic communications, partnering and facilitation, event planning, and grassroots public involvement.