



Community and Events Coordinator – Contract Role

ORGANIZATION - The Las Vegas Global Economic Alliance is a public-private partnership dedicated to growing the economy in Southern Nevada through connectivity, community development, and strong business recruitment, retention and outreach. As Southern Nevada's regional development authority, the LVGEA's vision is to help residents thrive in a global economy by fostering a more prosperous, diverse and connected regional economy.

POSITION DESCRIPTION – Under the direction of the Senior Director of Marketing & Communications, the Community and Events Coordinator is responsible for coordinating community related and events activities that support the execution of LVGEA's quarterly Signature Events and Community Development team. This role will function in a highly collaborative environment and have a voice in the creating, planning and promotion of events. This role will assist in fundraising to support these events and help execute the very public high-profile experiences.

We'd like to find somebody with excellent attention to detail and project management skills to support fundraising, events, marketing and communications activities. Must enjoy connecting the community with LVGEA's mission and working with diverse stakeholders to support our economic and community building efforts.

You'd be a good fit for this job if you ...

- Have a passion for nonprofits
- Are a self-starter and thrive on checklists
- Have a passion for creativity and technology
- Have a desire to learn and grow in a collaborative team environment
- Enjoy independently starting and completing projects

ROLES & RESPONSIBILITIES – We are a small, close-knit team, so you can expect variation and flexibility in what you do day-to-day, but generally you'll work in these areas:

Event Coordination & Support

- Oversee coordination with event venue; providing up-to-date information for food & beverage, audio-visual support, and any additional instructions.
- Update event tracking software alongside Marketing and Communications team
- Assist in outreach efforts to retain and attract sponsor relationships

Marketing & Communications Support

- Collaborate with LVGEA's Marketing and Communications team in the marketing and communications activities
- Support marketing activities that support our economic and community building efforts.



QUALIFICATIONS – If you want to work with us, we’re searching for people who have...

- Exceptional attention to detail
- Event experience
- A bachelor’s degree in hospitality, communications, business or related field
- Proven project management capabilities

Your application will be even better if you have...

- Non-profit experience
- Experience using CRM software, HubSpot or Eventbrite are a plus
- Fundraising experience

COMPENSATION – Comensurate with experience. Contract will run Jan 2021 to Sept 2021

HOW TO APPLY – Please submit a cover letter and resume to Christine Dominguez, LVGEA’s Office Manager, at christined@lvgea.org. This position is open until filled.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.