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A Hosts Global Member

## Event Coordinator

### About Us

Roberts Event Group, Inc. is the leading provider of special events, meeting management, destination management, and event entertainment servicing Pennsylvania, New Jersey, and Delaware since 1994. We know that every client and event is unique. Every aspect must be strategically considered and woven together seamlessly to achieve maximum return on investment along with brilliant results. Roberts Event Group, Inc. is committed to nothing less than perfection with every event we touch.

### Overview

We are seeking talented, highly energetic, multi-task-oriented candidates for a full-time position to assist with the planning of Special Events and Destination Management programs throughout the tri-state area. The position requires outstanding organization, communication, follow-up, interpersonal and time-management skills and self-motivation necessary to perform in a high-volume office. This role will be primarily responsible for writing proposals, event coordination, working with clients and venues, budget management, assisting with social media and communications outreach.

### Position Responsibilities

#### *Event Planning & Destination Management*

- Assist with all aspects of the production process from start to finish including development of proposals for clients.
- Identify, negotiate, and hire vendors and entertainment in preparation for corporate and social events.
- Handle vendor contracts and send confirmations to talent.
- Create budget spreadsheets and track related invoices and expenses.
- On-site coordination of event talent, entertainment and décor.
- Assist with Destination Management programs including ground services, flight manifests, airport arrivals, departures, and event transfers; tours; dine-arounds; VIP assistance; show tickets; venue buy outs; operation of Hospitality and Registration desks and staffing; food and beverage plus other requests as the program requires.

- Attend and engage in weekly meetings by tracking action items and sharing strategic ideas to enhance the business.
- Use event management software system to track event details.
- Maintain talent and vendor information upkeep in Outlook contacts.

*Sales:*

- Assist the Executive Team on business development and the execution of sales outreach plans for conventions, corporate and social events, hotel and venue contacts, and city/community events and programs.

*Communications & Advertising*

- Post on Instagram, Facebook, Twitter, LinkedIn, and other social media sites as needed.
- Help maintain and update company website for aesthetic design and search engine optimization.
- Assists in the creation and distribution of company e-newsletters.
- Help in the creation of press outreach material.
- Maintain updated list of media contacts and distribution sites.
- Maintain a photographic library of all Roberts Event Group projects.
- Assist in the planning and execution of printed and online promotional editorial pieces.
- Attend industry networking activities as a representative for Roberts Event Group.

**Requirements**

- Bachelor's Degree in Event, Hospitality and Tourism Management, Marketing or related discipline preferred.
- A minimum of one year of experience in the event industry or associated posts.
- Knowledge of and demonstrated proficiency in the use of the Microsoft Office suite of products and electronic calendar systems preferred. Capability to quickly learn new software.
- Ability to attend events that may be outside of regular working hours.
- Outstanding organizational and time management skills; ability to handle several projects at different stages simultaneously and a strong capacity to track and pay attention to details.
- Excellent verbal and written communication skills (including proofreading) and the ability to express oneself concisely and clearly. Must have the ability to write proposals in a clear and concise manner that is creative, detailed and well rounded.
- Strong interpersonal skills; able to develop and manage productive relationships with colleagues, clients and vendors. Excellent listening skills. Tactful negotiation and diplomacy skills. Positive guest services demeanor.
- Solid judgment. Able to learn quickly. Proactive, independent problem-solving ability.
- Must have the ability to comprehend and take charge of assigned tasks, while also generating own ideas and concepts to implement into projects.
- Travel and own transportation to office and event locations is expected.

Competitive salary and benefits offered. For immediate consideration, please send a cover letter and resume to Melanie Hay, Recruiting Coordinator, at [melanie@robertseventgroup.com](mailto:melanie@robertseventgroup.com). To learn more about Roberts Event Group, please visit our Web site, [www.robertseventgroup.com](http://www.robertseventgroup.com). To learn more about Roberts Event Group, please visit our Web site, [www.robertseventgroup.com](http://www.robertseventgroup.com).

Roberts Event Group is an equal opportunity employer, committed to a diverse and inclusive workplace. Roberts considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.