

Job Title:**Marketing and Events Coordinator, University****Job Description:**

The Marketing and Events Coordinator works within the Office of Marketing and Communications and is responsible for coordinating CHSU University and College events and assisting with a variety of marketing strategies and campaigns within CHSU.

Reports to:

Assistant Director Marketing and Communications

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Coordinate logistics and execute CHSU University and College events, including but not limited to graduations, white coat ceremonies, employee events, fundraising dinners, and other major events.
- Work with internal stakeholders who oversee event programming.
- Assist with the development of invitations, programs, signage, and other printed materials pertaining to the event.
- Secure vendors, book venues, manage catering, schedule photographers, and secure necessary decor items that are not already provided with the venue.
- Create schedules for employees and volunteers needed for each event.
- Create checklists, approved vendors and caterers, event calendars to share with University and College stakeholders for consistent event planning practices.
- Monitor and track event costs, manage payments to vendors, and keep overall event cost within the allocated budget.
- Attend, execute and coordinate set up and clean up for events, as appropriate.
- Assist with CHSU's social media activity, while on site during the event, including creating new content, writing posts, and monitoring for messages and comments.
- Assist with social media analytics reports, develop content, stay current on social media trends during non-event seasons to support overall CHSU social media strategy.
- Assess an event's overall success and opportunities for improvement, then submit findings to stakeholders.
- Support internal and external marketing promotions and communications.
- Coordinate content for newsletters, brochures, presentations, press releases, reports, and other University communications.
- Assist with Marketing and Communications project coordination.
- Assist with CHSU's websites, including running analytics reports, and developing content for news blog.
- Organize orders, inventory, and products for CHSU internal and external online stores and promo items.
- Provide photography services for events and social media.
- Clerical duties, including creating surveys and forms, as needed.
- Data entry in CRM database.
- Other projects as assigned.

**Qualifications/
Education:****Education:**

- Bachelor's degree in Business Marketing, Communications, or related field

Skills & Experience:

- Two to four years of event planning, marketing, and/or communications experience, preferably in a fast-paced professional environment
- Proven experience in event planning or event coordinator in an educational or corporate environment
- Superior organizational skills and detail orientation

- Outstanding vendor management skills
- Ability to multi-task and meet deadlines
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office
- Outgoing, customer-friendly, confident, self-starter

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Marketing and Events Coordinator** in the subject field of the email.