POSITION DESCRIPTION

Position: Event Coordinator
Reports to: Facilities and Office Manager
Hours: Full-Time
FLSA Status: Non-Exempt

ABOUT MEYER
One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to accelerate racial, social and economic justice for the collective well-being of Oregon’s lands and peoples. With current assets of approximately $1 billion, Meyer has awarded grants and program-related investments in excess of $930 million to more than 3,500 organizations since it was established in 1982 from the estate of Fred G. Meyer, founder of the Pacific Northwest retail chain that bears his name. Learn more at mmt.org.

POSITION SUMMARY:

Meyer Memorial Trust is looking for a highly organized and self motivated individual to serve as our Event Coordinator. The ideal candidate is eager to build relationships with Meyer grantees and be responsive to event and/or meeting support needs. This is a new position for Meyer Memorial Trust that will help develop, implement and maintain programming for Meyer Memorial Trusts’ community spaces.

PRIMARY DUTIES:

- Coordinate and oversee all aspects of events in the Center for Great Purposes including, but not limited to: arranging tours, confirming dates, meeting room setup and takedown, creating signage, greeting guests and vendors, directing flow of visitors and staff and ensuring eligibility requirements before events.
- Manage calendar of events for the Center for Great Purposes, both internal and external.
- Collaborate with the IT department to ensure proper AV/tech is available for meetings.
- Build positive relationships with grantee partners who utilize Meyer’s public spaces by providing exceptional customer service.
- Manage post event surveys to gather feedback and improve our programming.
- Build upon existing event management processes by creating, adapting or customizing systems.
- Provide backup support to the Operations Coordinator.
- Support mission aligned department-wide activities.
- Serve on the safety committee.
- Maintain first floor common areas for external constituents.
- Attend internal and external trainings regarding project and event management, operations or other trainings that pertain to the philanthropic sector to support professional development.
- Other duties as assigned.

**EQUITY:**
- Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.
- Participate in promoting a positive workplace culture of collaboration, innovation and respect.
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment (please refer to Meyer’s Equity Statement).
- Engage in equity trainings and serve on related workgroups as needed.

**REQUIRED COMPETENCIES AND SKILLS:**
- Proven ability to be clear, considerate, respectful, thoughtful and use professional discretion in verbal and written communication.
- Ability to solve problems independently and collaboratively in high stress situations.
- A strong work ethic, with a proactive approach and high standards of accountability.
- Demonstrated organizational and project management skills; ability to plan, prioritize, multi-task and carry out complex duties in a fast-paced work environment with minimal supervision. Requires keen attention to detail.
- Adequate computer and software skills (e.g. Google Professional Suite, Zoom, Trello, etc).
- Solutions-oriented mindset with an ability to cultivate organic thoughts into tangible actions and results.
- Experience in event and meeting planning and calendar management.
- Experience working in the hospitality industry is preferred, but not required.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**
Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

While performing the duties of this job, the employee will:
- Regularly move throughout the building and use/operate office related equipment and standard kitchen appliances which will require kneeling, bending and reaching.
- Ability to lift and/or move up to 25 pounds.
- Engage in regular communication in-person as well as through electronic means.
- Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including computer screens, televisions and projectors.
- Ability to work occasionally on evenings and weekends and sometimes early mornings.
- Work in a business setting of open cubicles with an estimated 45 - 60 decibel noise level.

The work environment is a business setting and generally quiet and the physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TIME FRAME**
We’re seeking to have a candidate in place by August 2023.

**COMPENSATION**
Salary range $55,000 to $83,000

**REWARDING BENEFITS:**
We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

**TO APPLY:**
No telephone inquiries, please. Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position’s requirements.

Please submit application materials in Microsoft Word (.doc) or Acrobat Reader (.pdf) format to the following email address: eventcoordinator@mmt.org.

**APPLICATION DEADLINE:**
To be considered, Meyer must receive applications no later than 5 p.m. Pacific Standard Time on July 10, 2023.