



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Events Coordinator

DEPARTMENT: Marketing & Events

PAY RANGE: \$25.61-\$38.41

JOB DESCRIPTION: Plans, organizes, coordinates, promotes, and facilitates events for Quil Ceda Village. Oversees the Tulalip Amphitheatre's calendar of events, including working with vendors.

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5000.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Marketing and Tourism Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma required.
- Associates degree or 4 years of relevant experience may be considered.

SKILLS:

- Ability to work independently and be project-oriented.
- Ability to manage timelines and work well with vendors and other staff.
- Ability to handle multiple responsibilities at one time.
- Knowledge of telephone techniques and etiquette.
- Knowledge of record keeping and filing techniques.
- Ability to use a computer, including basic MS office software, e.g., work, excel. (test required)
- Knowledge of ordering supplies and/or promotional items.
- Ability to work with a variety of customer personalities.
- Ability to speak in front of and with people at trade shows and/or events.
- Ability to travel locally and out of state.
- Ability to perform data entry on designated outside new media.
- Ability to follow oral and written directions.

EXPERIENCE:

- One (1) year experience with Microsoft Office Programs.
- Three (3) years' experience with exceptional customer service.
- Three (3) years' experience in marketing, events or promotions.
- Must have knowledge of event planning and execution.
- Must have strong time management skills and ability to meet deadlines.

OTHER REQUIREMENTS:

- Must be highly dependable and able to meet tight deadlines.
- Must be organized and detail oriented.
- Must be willing to attend progressive related training, continuing education, tradeshows, and other related fields, which may have travel.
- Must be able to work evenings, weekends, and/ holidays as needed or requested for events.
- Must have a successful employment history with Tulalip Tribes and/or other current and past employers.
- Must have a valid driver's license and insurance on file at all times.
- Must be able to use personal vehicle to travel on a daily basis.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must be able to sit at a desk for long periods of time.
- Must be able to stand for long periods of time at events.
- Must be able to work in an office setting.
- Must be able to work outside at events.
- Must wear appropriate attire for an office setting including practicing personal hygiene.
- Must be able to set up events. (Set up tables and décor, give staff efficient direction, etc)
- Must be able to lift up to 30 lbs.

SPECIFIC JOB PERFORMED:

- Plans, coordinates and executes events for Quil Ceda Village.
- Plans, coordinates and executes events for the Boom City site.
- Prepares check and purchase requisitions as necessary. (preferred experience in working with Enterprise Resource Planning software, such as Munis)
- Coordinates inventory, including promotional items and other Marketing assets.
- Assist in researching and ordering supplies, including promotional items.
- Operates office equipment; maintain files and records of marketing activities as appropriate.
- Coordinates marketing activities as various exhibits, conferences and trade shows through completion.
- Performs event duties at the Tulalip Amphitheatre, e.g., the charity walks on weekends.
- Coordinates event duties in house, e.g., Employee Appreciation Day.

- Assist in procuring various promotional items and other related matters.
- Assist Human Resources with events as needed
- Assists with the collection and analysis of surveys or related materials.
- Assists with all marketing related aspects of Quil Ceda Village, including social media and websites being up to date.
- Travel to local or out of state trade shows as a tourism ambassador when needed.
- Ensures confidentiality in accordance with company policies and procedures.
- Familiarity with cash handling procedures preferred.
- Performs other related duties as deemed necessary to fulfill the scope of work as outlined.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.