



**POSITION TITLE: Event Coordinator**

**SUPERVISOR TITLE: Assistant Director, Youth Programs**

**LOCATION: Newark Campus**

**Pay Range: \$24-\$26/Hour commensurate with experience**

**CONTEXT OF THE JOB:**

Horn Entrepreneurship serves as the University of Delaware's creative engine for entrepreneurship education and advancement. Built and actively supported by successful entrepreneurs and thought leaders, Horn Entrepreneurship empowers aspiring innovators and entrepreneurs as they pursue new ideas for a better world.

Working in collaboration with Horn Entrepreneurship's Youth and Events teams, the Event Coordinator (EC) assists in the planning and execution of high profile, signature events. The EC's work involves coordinating several projects simultaneously under tight deadlines, communicating with diverse audiences, and serving a critical contributor to a creative team. To complete this work, the EC utilizes best practices for event planning, project management, relationship management, and time management. The EC also demonstrates big picture thinking and attention to detail.

In this part-time, miscellaneous wage role, the EC works to advance Horn Entrepreneurship's purpose of empowering students through entrepreneurship education. The EC is expected to work an average of up to 25 hours per week. A degree of scheduling flexibility is available, but the position is not eligible for University of Delaware benefits.

**MAJOR RESPONSIBILITIES:**

- Collaborate with Youth team members to plan and execute major youth events, including the Diamond Challenge, EntreX Lab and educator programs.
- Support Events team planning and execution of Horn Entrepreneurship's signature events, which include award programs, startup funding competitions and community building events.
- Play a leading role in scheduling, catering, ordering, staffing and accommodating special needs for events. This includes establishing and maintaining positive relationships with vendors and external partners.
- Develop and maintain procedures for event registration and attendance tracking to ensure capture of all data needed for effective relationship management.
- Maintain registration & attendance records using a customer relationship management platform (Salesforce).
- Enter event-related data in a relationship management platform (Salesforce), as needed.

- Be present on-site (and virtually) for day-of event support ensuring positive guest experience and smooth execution; performing this responsibility will require select availability during nights and weekend to serve as event staff.
- Gather formal and informal feedback to evaluate event success with respect to strategic objectives and to identify opportunities for improvement.
- Prepare regular reports regarding event costs, return on investment and recommendations for continuous improvement.
- Perform other job-related duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree with meaningful event planning and execution experience preferred.
- Strong written and oral communication skills, including the ability to communicate and interact well with people of all ages and diverse backgrounds.
- Excellent attention to detail and organizational skills required.
- Ability to remain calm under pressure and maintain a customer-service mindset.
- Ability to manage several projects concurrently and seamlessly re-prioritize.
- Passion for entrepreneurship is required.
- Must demonstrate proficiency in utilizing basic office and project management software.
- Working knowledge of customer relationship management software platforms, especially Salesforce, preferred.
- Special requirement: Ability to work a flexible schedule, as the responsibilities of the position will require participation in some evening and weekend activities.

**To Apply:** Email cover letter and resume to Felicia Harrington, [feliciah@udel.edu](mailto:feliciah@udel.edu)