



Event Coordinator Job Description

[The Water Tower](#), a nonprofit water innovation and research center in Buford, GA, is currently seeking an **Event Coordinator**. The Water Tower holds at least one event per month for the water community and offers event space rental of the facility to external organizations. The Event Coordinator will be involved with every aspect of events at The Water Tower facilities and TWT-sponsored events, including marketing, vendor coordination, program planning, schedule preparation, day-of management, and event rental coordination and scheduling.

Mission

The mission of The Water Tower is to be a hub for solutions in research, technology, training and engagement for water utilities ensuring access to safe, affordable and resilient water services. The Event Coordinator will directly contribute to the success of The Water Tower through planning, executing, and managing events at TWT, thus growing our ecosystem of collaboration and ultimately serving the water community nationwide by providing a forum to engage and connect. TWT events range in size from 10-person lunch and learns to 400+ person expos.

Duties and Responsibilities

The Event Coordinator will be responsible for:

- Planning and executing pre-event logistics and marketing for the event including creating and executing social media campaigns, designing event materials, etc
- Creating strategic plans for event execution
- Organizing suppliers, caterers, staff, and entertainment
- Coordinating logistical elements of the event
- Managing set-up and tear-down operations
- Anticipating attendee needs and make preparations against potential risks
- Developing post-event impact reports and surveys
- Managing communication and task delegation to volunteers
- Managing all supplies and printed materials needed for events
- Coordinating rental of TWT event space with external entities
- Performing other duties as assigned or directed to meet the goals and objectives of the organization

Required Qualifications

- Enthusiastic, proactive, and motivated individual with excellent interpersonal and communication skills

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- Organized multi-tasker with attention to detail
- Excellent customer service skills
- Experience managing concurrent tasks under pressure
- Prior experience with planning an event
- Experience with simple graphic design (e.g., Canva or other programs) and social media marketing is preferred
- Ability to work on site in Buford, Georgia, with availability to work evenings and weekends as needed

Minimum Requirements

Two or four year degree in marketing, hospitality, communications, or relevant field preferred. Two years relevant experience in professional event planning and execution required. Additional years of experience may replace degree requirement.

Additional Information

The position can be part time, full time, or contractor position based on candidate expertise and TWT needs.

Compensation based on experience. The Water Tower uses a qualified small employer health reimbursement arrangement (QSEHRA) program.

Due to the nature of the position, 75% in-person, onsite work required at The Water Tower, with the opportunity for up to 25% remote work.

Evenings and weekend work is required.

Apply

To apply for this position, send your resume to kristan@theh2otower.org. Cover letters are optional but encouraged. For more information about The Water Tower including TWT-hosted events, visit www.theh2otower.org.