



## **Event Coordinator Job Posting**

The Community House is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings and other celebrations, fundraising events, performances in our theater, and much more.

Our facilities include a theater, fitness center, gymnasium, and several multipurpose spaces in an historic and well-maintained building in the heart of Winnetka, listed on the National Register of Historic Places and surrounded by beautiful gardens and grounds.

**With over 40 weddings, bar/bat mitzvahs, and other celebration events scheduled each summer, the Community House is seeking part-time, seasonal staff to serve as Event Coordinators.**

Event Coordinators are critical to ensuring that all celebration events go smoothly from start to finish. It's a great opportunity for anyone who is interested in event planning and enjoys helping people create memorable experiences! Friday, Saturday, and Sunday hours are required; we are hiring up to three people to allow for rotating coverage.

### **Responsibilities:**

- Provides facility-related support to clients on the day of their event; communicates and collaborates with facilities and maintenance staff to ensure client needs are met
- Serves as the liaison between the Community House and event vendors (including the caterer) on the day of the event, ensuring that all vendors adhere to policies and procedures set forth by the Community House
- Works collaboratively with maintenance staff to ensure that all equipment and requested items are ready and available for catering staff and other vendors at the time of their arrival
- Provides occasional assistance in set up of spaces, when necessary
- Provides outstanding customer service in line with Community House values

### **Qualifications:**

- Excellent communication skills
- Previous customer service experience and a strong service ethic, with a positive attitude and outstanding problem-solving skills
- Strong organizational skills and the ability to manage and multitask in a fast-paced environment
- The ability to work a flexible schedule, including evenings and weekends, as organizational needs require
- The ability to lift up to 50lbs and assist in moving/carrying equipment including but not limited to tables and chairs

This position is part-time / seasonal and pays \$15/hour.

Resumes and cover letters may be submitted to Kelsey Wright, [kelseyw@mywch.org](mailto:kelseyw@mywch.org). Applications will be reviewed as they are received. A criminal background check will be required.