

Events Coordinator Role

NaturAll Club - Philadelphia, PA

NaturAll Club is a growing startup and revolutionizing the beauty industry! We strive to provide an experience that exceeds every customer's expectations. We are looking for a top-notch Events Coordinator who is experienced in event and logistics management. This person will assist in planning events and completing projects with the Project Manager.



Our team's core value is to do everything with integrity. We're looking for like-minded candidates who can take initiative and grasp opportunities for NaturAll Club, execute tasks efficiently, and communicate effectively with our team.

Responsibilities

- Understand the requirements for each event
- Plan events with attention to financial and time constraints
- Research roadshow locations and choose the best combination of quality and cost
- Manage event operations (preparing venue, invitations etc.)
- Oncall the day of the event to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Evaluate the event's success with Project Manager

What we're looking for:

- Proven experience as an event coordinator
- A proven track record of organizing successful events
- Excellent vendor management skills
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Degree in hospitality management, public relations or relevant field is preferred
- Team player who can take direction as well as take action
- Well organized with great time management skills
- Excellent interpersonal and relationship building skills
- Excellent written, verbal communication, and problem-solving skills. Can quickly synthesize information to resolve a problem.
- Impeccable organization and attention to detail
- A self-starter who works efficiently, takes initiative, and can think on their feet
- Analytical, data-driven, and results oriented
- Alignment with NaturAll Club mission and values

To apply, send a resume and cover letter to simbi@naturallclub.com