

## Event Coordinator Position

Industry Work Experience: 1-2+ years of experience required

Pay: DOE

This position will assist in the coordination of corporate events including placing vendor orders, scheduling staff, attending client meetings and site visits. On-site event related responsibilities include prepping, setting, and striking for events designed and produced by Vanguard Inc. These events may include fundraising galas, corporate parties and local events.

This position requires an energetic and positive person. To be considered a successful candidate you must have the following skills:

### Required Skills

- Must be fully experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint. These programs are used daily in our office environment and are absolutely necessary for your success.
- Must have a flexible schedule and be able to work nights and weekends if requested. Often events are scheduled around weekends and evenings. An open schedule is mandatory to the position.
- Must be reliable and able to provide your own transportation to various event locations throughout the Puget Sound area.
- Must be dependable, enthusiastic, and energetic with the desire to work hard.
- Ability to take initiative and prioritize tasks; excellent communication, organizational, time management, problem-prevention and problem-solving skills are essential.
- Attention to detail and ability to take direction and apply acquired knowledge to on-site events.
- Professional, neat appearance and demeanor.
- Desire to learn more about the event industry.
- Ability to keep calm under pressure.
- Must have the ability to work well with others on a team.
- Must be able to multi task well.
- Must have excellent people management and leadership skills.

## Physical Requirements

- Must be able to stand for extended periods of time during the entire event set and strike.
- The position requires frequent standing, walking, crawling, kneeling, climbing, squatting, bending, twisting, reaching above and below the shoulder, pushing, pulling, lifting, carrying, fine manipulation, power grasping, simple grasping, repetitive use of hands and the ability to lift a minimum of 40 pounds.

## Desired Skills

- Graphic design skills are a **major** plus. If applicable, please attach samples of previous graphic design work.
- Hold valid Washington State Driver's License and have a good driving record.

Vangard is small company, and as such, we require flexibility and drive in a successful candidate. We offer above average compensation, full medical and dental benefits and paid vacations as part of our employment package. Persons with high achievement standards and a desire for excellence will be most valuable as part of our team.

To apply, please e-mail resume and a brief explanation about why you would like to be a part of the Vangard Events team to [events@vangardevents.com](mailto:events@vangardevents.com), no phone calls please.

## Vangard Events

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