PACIFIC NORTHWEST DEFENSE COALITION

**Events & Member Services Coordinator**

**Puget Sound, WA**

Full-time, Base Salary + Annual Performance Bonus Program

The Event & Member Services Coordinator's primary responsibility is to provide support on all event activities, as assigned by the Programs & Events Director. In addition, this position will support staff with member outreach and office support as needed. The successful candidate must be able to work with minimal direct supervision, as well as, be organized, diligent, professional, outgoing, and have the ability to work collaboratively with PNDC members, staff colleagues, and strategic partners.

This position will work on multiple fronts, including member outreach, content and program development, AV set-up, vendor management, logistics, invitations, sponsorships, and marketing/promotions. Responsibilities range from upfront planning to event production to post-event reporting and ROI analysis to measure our events for effectiveness.

**Job Description**

The Pacific Northwest Defense Coalition (PNDC) is the association for Pacific Northwest defense and security industry businesses. PNDC strengthens our members' business growth, our region's economy, and our nation's security through training, one-on-one counseling, business-to-business networking, marketing, and advocacy. Membership includes innovative companies in Oregon and Washington State supporting defense and security needs in aerospace, unmanned systems, advanced manufacturing, tactical equipment, information technology, maritime defense, homeland security, and more.

Reporting to the Programs and Events Director, this position will assist with the planning of programs to serve the needs of PNDC members and other Northwest businesses, with a particular focus on implementing a series of networking events, webinars, and educational events, including Supply Chain Opportunity Conferences, the Aerospace Defense Program, and the Military Employers Summit.

**Job Roles and Responsibilities**

***Event Planning and Logistics***

* Assist with meeting/event planning for a variety of meetings, conferences, webinars and workshops
* Be actively engaged with members, understanding their businesses and training needs
* Support in the evaluation and selection of geographic locations for events, as far in advance as possible
* Assist with outreach to hosts, partners and potential sponsors
* Communicate with speakers and sponsors regarding their commitment to the event and their needs related to attending the event (i.e., A/V, travel, handouts, bios, etc.)
* Attend event briefing meetings with internal staff and external partners as needed
* Work with appropriate individuals to develop and monitor timelines and deadlines related to all aspects of events, ensuring the information is communicated with staff, volunteers, contractors and other constituents
* Coordinate special activities held in conjunction with events including raffles, silent auctions, etc.
* Manage database and registration process, including on‐site registrations, to assure accurate registration data, name badges (and ribbons), fee collection, counts for specific events, etc.
* Ensure walk‐ins and payments received at events on-site are recorded in appropriate databases and forwarded to the finance department for financial tracking and processing
* Ensure all logistical details of events including securing of conference line, uploading presentations to conference website, photography, volunteer coordination on‐site, moderators, room set‐up, audio visual, transportation, housing, food and beverage, etc.
* Event set up and breakdown
* Management of timeline, vendors, and details during events
* Responsible to pack and/or ship materials needed for events and ensure their prompt arrival
* Responsible for ensuring all materials arrive back to the office after events and are properly disseminated to staff responsible for those items

***Business Support & Member Services***

* Provide administrative support to the Business Development Team in Puget Sound
* Serve as back-up to the Office Manager (located in the Oregon office)
* Effectively coordinate with other PNDC staff to ensure effective outreach and member services
* Market events successfully through the PNDC website, newsletters, mailings printed materials and social media to maximize awareness and participation in PNDC’s events
* Maintain knowledge of member company background, expertise, and unique products and services
* Propose improvements or new programs to stimulate business or increase efficiency and efficacy of operations
* Maintains inventory of displays and other equipment needed for upcoming events and promotions
* Other duties as necessary to contribute to the overall success of the Members served

**Position Requirements**

* Bachelor’s degree in Hospitality, Management, Marketing, or Public Relations, or equivalent combination of experience and education
* 1-2 years of service industry, customer service and/or event experience
* Ability to travel and availability to work evenings and weekends
* Strong organizational skills and attention to detail
* Ability to remain calm under pressure
* Creative thinking and problem-solving skills
* Professional attitude
* Able to lift 45 lbs.
* Able to be on feet for 10-12 hours
* Experience in Microsoft applications (Word, Office, Excel and Powerpoint), general computer functions and online research

**Benefits and Compensation**

This is a full time "career" position. Expected work hours are 8 am to 5 pm with multiple events in the evenings and occasional weekends. Travel is mainly within the Seattle Metro area (Pierce, Thurston, Lewis, Mason, Kitsap, & King, Snohomish counties). Some travel may include Eastern Washington, the Columbia River Gorge, Vancouver and the Portland Metro Area (Oregon).

Compensation includes a Base Salary plus an Annual Performance Bonus Program. Base salary range is between $32,000-$41,000 based on experience.

As a full-time staff member, you will qualify for our supplemental health benefits, as well as our retirement plan. This position also includes rental car or mileage reimbursement plan, as well as account management expense reimbursement.

* Base Salary plus Annual Performance Bonus Program
* Wellness Reimbursement
* Matching IRA Program
* Paid Time Off
* Vehicle mileage reimbursement plan as well as account management expense reimbursement

*PNDC takes pride in having a dynamic, diverse workforce. We are an Equal Opportunity Employer. Drug test and criminal background check may be required at the time of employment. PNDC is a Drug Free Work Environment. Any candidate that tests positive for ANY controlled substance and/or alcohol during a pre-employment drug/alcohol screening will not be eligible for hire.*

**Qualified candidates should submit a cover letter and current resume to:** **events@pndc.us**