

EVENTS SPECIALIST POSITION

ABOUT CREDC

The Columbia River Economic Development Council (CREDC) is the leading economic development organization for Clark County, working to advance the economic vitality of the region through business growth and innovation. CREDC's mission is to develop a strong, innovative business environment across Clark County in collaboration with over 150 private and public sector partners.

The CREDC team is a dynamic group of collaborative economic development practitioners working together to accomplish a common vision:

Our vision is for Clark County to be recognized as one of the most inclusive, healthy and amenity-rich communities in the country. As a result, and with a continued focus on growing a diverse base of community-minded employers, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.

POSITION DESCRIPTION & PRIMARY DUTIES

Are you an energetic initiator with finite attention to detail and superb follow through skills? In the CREDC Events Specialist role, you will take the lead in developing, advertising and orchestrating all operational aspects of our live and digital events calendar.

Behind the scenes of every successful public event and board activity is a healthy amount of preparation, and you will be in charge of lining up the components that create smooth, engaging stakeholder experiences. There is no one-size-fits-all roadmap for this position, as each CREDC event is intentionally unique. To be successful, you are someone who thrives in an environment where you can direct traffic, roll up your sleeves, and be adaptable in real time.

Standout candidates for this position will be expected to exhibit strong initiative, participate in a collaborative team culture, be direct with your communications, and be fun!

The types of activities in your portfolio include planning annual event calendar, selecting venues and online hosting platforms, securing speakers, budgeting event hosting costs and event/ticket revenue, arranging vendor services, evaluating pricing structures, and acting as the primary point of contact for event administration and quality assurance. You will report to the Director of Communications and liaise with the whole team on event themes and bringing events to life.

This is a full-time, exempt position with a competitive benefits package. Employment is "at will."

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

We are looking for a candidate who has produced events before, and who can lend consideration to all the small details that together result in a polished event rollout.

Skills that you will bring to this role include:

- Strong passion for and understanding of CREDC’s mission and vision
- Excellent organization and multitasking abilities
- Strong written and verbal communications, including good email etiquette
- Client services standards that facilitate positive internal and external interactions
- Problem-solving abilities, and the instinct to “think fast”
- Lens for creating inclusivity and facilitating engagement
- Curiosity to evolve and customize events that invite broad community participation
- Ease in working in a collaborative, open office environment
- Ability to think strategically and to receive feedback
- Strong ability to manage multiple projects/events with quick turnaround deadlines
- High proficiency with Windows based systems and standard event software (Teams, Zoom, eventbrite, Word, Excel and Power Point or equivalent presentation development programs)

PREFERRED REQUIREMENTS

- 2-3 years of experience developing and executing events for a variety of audiences or be able to demonstrate ownership of and capacity to produce a successful large-scale event
- Proficiency designing event advertising collateral for digital and print amplification (e-blasts, web and social)
- A valid driver’s license
- Properly licensed and insured automobile, available for use during work hours and occasional evenings
- Some flexibility of schedule to include occasional night meetings and periodic domestic/international travel

COMPENSATION

\$37,000-\$50,000 commensurate with experience. Additionally, CREDC offers a competitive employee benefits package that includes medical, dental and vision insurance; employer-matched 401k plan; and a paid time-off package.

APPLICATION DEADLINE

CREDC will be accepting applications on a rolling basis until this position is filled, with the first review of applicants occurring on April 28. Please submit a cover letter, resume and a separate one paragraph narrative detailing an event that you successfully produced to Jennifer Baker at info@credc.org.