

CONTRACT EVENTS COORDINATOR 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.

POSITION DESCRIPTION

Are you an energetic initiator with finite attention to detail and superb follow-through skills? In the CREDC Events Coordinator (contract) role, you will take the lead in 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, enjoyable 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 included in your portfolio will include: selecting venues and online hosting platforms, securing speakers, budgeting event hosting costs, arranging vendor services, evaluating pricing structures, confirming sponsorship commitments, and acting as the primary point of contact for event administration and quality assurance.

This is a contract position aimed at facilitating 2025 community-facing in-person CREDC events:

- **April 22, 2025:** Investor Luncheon
- **June 26, 2025:** Investor Meet & Greet
- **August 4, 2025:** Golf Classic
- **November 6, 2025:** Investor Meet & Greet

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

We are looking for contractor proposals from individuals or small businesses that have 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
- Commitment to inclusive community, where its individuals feel safe, respected, and comfortable in being themselves and expressing all aspects of their identities
- 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 learn about hosting and customizing events that invite broad community participation
- Ease in working in a collaborative, open office environment
- Ability to think strategically and to receive feedback

ADDITIONAL REQUIREMENTS

- 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
- Work well within a team environment and collaborative approach to work.
- Proficiency with Microsoft Word, Outlook, Excel, PowerPoint
- Other duties as assigned.

Salary Scale: Commensurate with experience

To Apply:

CREDC will be accepting rolling applications until this contract is filled, with review of applicants occurring initially one week after the posting goes live (live date January 15,2025). Please submit a cover letter and resume to info@credc.org, and your proposal for event support, including your rate or packaged rate for event support. Please also share if you have prior experience producing a golf event. This position description will be reviewed and updated in February 2025.