

Position Announcement

Events Coordinator Cyber Innovation Center

This position is for an **Events Coordinator at the Cyber Innovation Center (CIC) in Bossier City, LA** and is responsible to the Events Manager for handling a wide range of administrative and events support tasks. Employee must be able to work independently with little or no supervision. This person must be exceptionally well organized, flexible, and enjoy the challenges of supporting and working with military and government employees and programs.

JOB DESCRIPTION

Assists with planning, preparing, and staging all aspects of events associated with the performance of government and industry projects. Coordinates activities to prepare for the day of the event. Interacts with staff and event guests (at all levels) in a fast-paced environment, sometimes under pressure. Remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

POSITION RESPONSIBILITIES:

- Extensive calendar management, requiring interaction with both internal and external executives, assistants, and guests to coordinate meetings
- Answer Event Team phone and provides prompt and efficient assistance
- Communicate and handle incoming and outgoing electronic communications on behalf of the Event Team
- Assist Events Team with all logistics and administrative documents for each event
- Create, review, and update event logistics reports and documents
- Prioritize and manage multiple projects simultaneously and follow through on issues and emails in a timely manner
- Understanding requirements for each event
- Assist with planning event with attention to financial and time constraints
- Research vendors (catering, decorators, etc.) and choose the best combination of quality and cost
- Responsible for inventory management
- May be responsible for scheduling/coordinating part-time workers
- Do final checks at the day of the event (e.g., tables, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Evaluate event and submit reports
- All duties assigned, to include (but not limited to) event execution as directed by Events Manager

POSITION REQUIREMENTS:

- Existing, current or able to obtain SCI-DCID 6/4 Top Secret Clearance; US Citizenship required
- Associate's degree in hospitality management, public relations, or another relevant field is preferred
- Strong communication skills, both written and verbal
- Proficient in MS Office, including Word, Excel, PowerPoint, and Outlook
- Comfort and familiarity with internet search engines (Google, Yahoo, etc.)
- Strong organization and multi-tasking skills
- Positive attitude, creativity, and patience
- Able to handle stress and remain calm
- Ability and willingness to move tables and chairs and lift items weighing more than 25 pounds
- Problem-solving ability
- Occasional use of personal vehicle to pick up event supplies
- High integrity and strong moral character

WORK REQUIREMENTS:

Hours: 8 a.m. to 5 p.m., Mon-Fri (typical).

Due to the nature of the business and depending on specific event schedules, the employee will be required to vary typical work hours. Occasional weekend work could be required.

COMPENSATION:

Salary: Commensurate with ability and experience. Excellent employee benefits package.