

## Events Coordinator - Onsite - The Fletcher School Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=202107>

Downloaded On: Sep. 24, 2023 9:23am

Posted Dec. 22, 2022, set to expire Dec. 31, 2023

<b>Job Title</b>	Events Coordinator - Onsite - The Fletcher School
<b>Department</b>	The Fletcher School
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Dec. 22, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Communications/Public Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/17581?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/17581?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

This is an exciting opportunity for someone who wants to enter the field of event planning.

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible. We are also committed to increasing the diversity of our administrative staff and we support work-life balance. Members of under-represented groups are strongly encouraged to apply.

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### What You'll Do

The Events Coordinator is responsible for coordinating and hosting best-in-class events that enhance the image and provide branding opportunities for the Fletcher School. The Events Coordinator will be tasked with securing venues, executing event marketing, and making detailed arrangements to fulfill event objectives which enhance school relationships and promote growth.

#### Essential Functions:

- Implements event plans and concepts in coordination with key stakeholders under the direction of the Events Manager.
- Handles invoicing for all expenses and ensure payment requests are submitted promptly and according to standard processes and procedures.
- Liaises and negotiates with vendors and Tufts partners (Dining Services, Facilities, etc.).
- Handles logistics to include invitations, registrations, give aways, needed travel arrangements, decorations, furniture, space/location, transportation, etc.
- Arranges for permits, parking, police details, etc.
- Closely coordinates designated staff in CPRM to ensure that all aspects of the event are executed to achieve desired outcomes.
- Distributes and collects event feedback surveys.
- Reviews data with Events Manager to determine whether or not event met the stated objectives and determine aspects of continuous improvement.

### What We're Looking For

#### Basic Requirements:

- Experience and knowledge typically acquired through an Associate's degree in public relations, communications, advertising, hospitality, or other related field and 3+ years' work experience.
- Strong leadership, communication, and marketing skills.
- Highly Organized.
- Multi-tasker.
- Excellent time management.
- Proficiency in event/project management software.
  
- Expert interpersonal skills.
- Ability to work in a fast-paced environment and under tight deadlines.
- Ability to work collaboratively across multiple teams and managing various projects at once.

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**Preferred Qualifications:**

- Experience in Higher education strongly preferred

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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