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## Event Coordinator

**Reports to:** Senior Director, Events and Initiatives

**Location:** Remote (Travel 30-50% for GEAPS Exchange and select events)

**FLSA Status:** Exempt

**Job Type:** Full-Time

### Position Summary

The Event Coordinator plays a critical support role in the planning, coordination, and execution of GEAPS conferences, exhibitions, and events. This position focuses on event coordination, meeting planning logistics, registration support and onsite execution across all GEAPS programs and initiatives. This is a hands-on, highly collaborative role ideal for someone who is organized, adaptable, and eager to contribute wherever needed. The Event Coordinator supports both advanced planning and in-person delivery, traveling to chapter meetings, regional events and conferences to ensure events are well-organized, professionally delivered, strategy aligned with GEAPS' mission, industry needs, and member feedback.

### Key Contacts & Relationships

- Works closely with the events team on event planning and execution
- Collaborates with internal GEAPS teams including marketing, communications, education, and membership
- Communicates regularly with vendors, venues, housing vendors, exhibitors, and attendees
- Provides onsite support to staff, volunteers, and partners during events

### Key Responsibilities

#### Event Coordination & Meeting Planning Support

- Assist with planning and coordinating logistics for GEAPS conferences, exhibitions, events and chapter meetings, including:
  - Venue services and room setups
  - Banquet and catering coordination
  - Audio/visual needs (lighting, projection, sound)
  - General services (furnishings, freight, material handling)
  - Signage and printed materials production and distribution
  - Utilities coordination (power, internet, data services)
  - Ground transportation and onsite logistics
- Support vendor communication, order tracking, and logistics follow-up
- Maintain event production timelines, task lists, checklists, and shared planning documents
- Assist with materials preparation, shipping, and onsite needs
- Provide onsite event support, including troubleshooting issues as they arise
- Attend and support chapter meetings and key industry events as needed



### **Housing Management & Room Block Coordination**

- Support the management of event housing programs in coordination with housing vendors and hotels
- Track room block inventory and pickup, monitoring availability and usage
- Assist with hotel contracting logistics and maintain strong working relationships with hotel contacts
- Prepare, manage, and submit rooming lists for vendors, speakers, staff, board members, and VIPs
- Serve as a point of contact for housing-related questions and issues prior to and during events
- Support reporting and reconciliation of housing data following events

### **Registration Support Coordination**

- Assist in testing, maintaining, and supporting GEAPS' registration systems for all conferences and events
- Monitor registration inboxes and phone lines, responding to and troubleshooting attendee, exhibitor, and sponsor inquiries
- Review and clean registration data to ensure accuracy of attendee names, company affiliations, categories, and badges
- Prepare reports on badge counts, attendee categories, and registration trends for internal teams
- Support onsite registration operations, including:
  - Registration desk setup and supplies
  - Attendee check-in and badge printing
  - Troubleshooting badge issues
  - Supporting social event reception desks as needed
- Contribute to post-event registration data cleanup and lessons-learned documentation
- Provide administrative and operational backup support to the Customer Relationship Associate as needed

### **Special Events & Attendee Experience**

- Support the planning and execution of conference-related special events, receptions, and networking functions
- Assist with special event concepts, themes, and attendee experience elements
- Coordinate décor, food and beverage orders, entertainment, and audiovisual needs for special events
- Work with vendors and internal teams to ensure special events align with branding, budget, and program goals
- Support onsite execution and troubleshooting for special events and VIP functions



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### **General Event & Administrative Support**

- Assist with general event-related administrative tasks as assigned
- Support documentation, reporting, and file organization for events
- Contribute to additional projects or tasks as needed, particularly during peak event periods
- Maintain a flexible, solutions-oriented approach in a fast-paced environment
- Other duties as assigned

### **Qualifications**

- Bachelor's degree in event management, agricultural business, communications, or related field preferred; equivalent experience considered
- 2–4 years of experience supporting events, meetings, or conferences (association or nonprofit experience a plus)
- Strong organizational skills with excellent attention to detail
- Ability to manage multiple tasks and priorities simultaneously
- Excellent written and verbal communication skills with a customer-service mindset
- Comfortable learning and using event registration systems, CRM/AMS platforms, and Microsoft Office tools
- Willingness to travel and work onsite 30-50% of time at GEAPS events and meetings
- Preferably, ideal candidate should live within an hour of a major airport

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Work from home, but willing and able to travel as required, including overnight stays
- May require extended work hours, including evenings and weekends, during event periods
- Frequently required to sit for extended periods of time
- The noise level in the work environment is usually moderate
- Occasionally lift and/or move up to 40 pounds