



Lehigh Valley Public Media Position Description

Title: Membership Events Coordinator

Last Revision Date: 01/2020

Department: Development

Status: Exempt, Full-time, Benefits eligible

Reports To: Director of Membership

ORGANIZATION BACKGROUND

PBS39 and WLVR Radio are part of Lehigh Valley Public Media, a 50-year young non-profit located 90 minutes from Manhattan and 60 minutes from Philadelphia in the rapidly growing Lehigh Valley of Pennsylvania. The organization is beginning an exciting new era and seeks talented and energetic team members for these transformational new enterprises that will ensure a community that is engaged, inspired and vibrant.

JOB SUMMARY

WLVT-PBS39 and WLVR News (NPR) is seeking an experienced Events Coordinator with a “can-do” attitude in hosting events that enhance our brand image and further develop the station-to-customer relationship. This is an exceptional opportunity for a mission-minded and enthusiastic individual to be an integral part of a growing public media organization that is local and community centric. Responsibilities will include coordinating and executing station events to grow membership and financial support from sponsors.

MAJOR RESPONSIBILITIES

- Brainstorming and implementing event plans and concepts.
- Research market, identify event opportunities and secure venues
- Plan and manage our events calendar.
- Negotiate agreements with vendors.
- Liaise with internal Marketing/PR teams to promote and publicize events.
- Develop and monitor timetables, deliverables and budgets.
- Handle logistics.
- Secure and manage a staff of volunteers.
- Create post-event reports.
- The Membership Events Coordinator should have strong interpersonal skills since they will interact with multiple internal teams and clients.
- Your creativity and organizational skills will assist our organization in amplifying Station visibility, enhance Membership and Sponsor loyalty.



OTHER RESPONSIBILITIES

- Perform other duties as assigned.

EXPERIENCE NEEDED TO QUALIFY FOR THE POSITION

The ideal Membership Events Coordinator candidate should:

- Possess a thoughtful and positive demeanor.
- Demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking skills and excellent time management.
- Illustrate a successful track record in Event planning/management.
- Reinforce the Station-to-Sponsor relationship, improve the organization's image and effectively deliver on event objectives.
- Understand the value of and display a passion for Public Media (PBS, NPR).
- Possess a high level of integrity. Develop and maintain communications in a cooperative and professional manner with all levels of staff and customers.
- Able to manage multiple projects independently; a self-starter.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), various Event software.

MINIMUM DEGREE/TRAINING REQUIRED TO PERFORM POSITION'S RESPONSIBILITIES

- Bachelor's Degree in Public Relations, Communications, Hospitality and a minimum of two years' experience in Event planning/management or related fields or equivalent combination of education and experience.

WORKING CONDITIONS

- Must be able to work longer hours as well as weekends when requested.

To apply:

No phone calls, please.

Send via email to: wlvapplicant@wlv.org

Cover Letter

Resume

Salary Requirements

References

Include **LVPM Membership Event Coordinator** in subject line.

Lehigh Valley Public Media is an equal opportunity employer.