



PROJECT COORDINATOR

Professional Description:

The Project Coordinator is responsible for the management and coordination of all events (as assigned) for the bureau and will be supervised by GVB Management. Additionally, this position is responsible for the development, implementation, and the maintenance of the marketing and public relations plans. This position develops sponsorship/trade/business arrangements and relationships with businesses, individuals and organizations interested in supporting GVB events and activities. This position will work in coordination on other projects as assigned by direction of the GVB Management and staff. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed with this professional description are representative of the knowledge, skill and/or ability required.

Qualifications/Requirements:

- Required to have 2-4 years of experience in coordinating special events together with confirmation of successful event, sponsorship, marketing, public relations, website, and business development/relationship programs
- Possession of a valid Guam Business License and proof of insurance
- Possession of a valid Guam driver's license
- Must have own vehicle that can be used for work purposes

Essential Functions:

- Planning, implementation and follow-up for all special events and annual receptions
- Develop and maintain event and volunteer databases
- Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training, and acknowledgement
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production, and distribution
- Responsible for the development and fulfillment of the events and marketing budgets
- Responsible for silent auction, prize, and in-kind donation solicitations for each event
- Cultivate and expand sponsorship development and fulfillment
- Cultivate and implement with GVB Management or representative, a business-based donor development program
- Coordinate logistics of event ticket sales
- Supervise and coordinate with event contractors
- Annually develop and implement marketing plans and materials
- Write, submit and follow-up to ensure placement on press releases and stories to established contacts with local and regional media
- Broaden social networking to benefit the organization
- Establish and expand merchandise opportunities
- Actively participate and staff committees as necessary and appropriate
- Assist GVB Management in other fundraising programs as necessary
- Must be able to work without direct supervision in a small office environment
- Performs other related duties as assigned
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**Key Competencies:**

- Ability to read, analyze and interpret the most complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to write a business letter, an article, and a press release
- Comfortable and competent in making presentations to groups
- Must demonstrate and apply skills in word processing, website maintenance and other computer software, including but not limited to, Microsoft Office (Word, Excel and Power Point)
- Ability to learn fund raising and web design and management computer software programs
- Respect and preserve confidential information of work handled by and for GVB

Physical Demands:

The physical demands described herein are a representation of those that must be met by the Project Coordinator to successfully perform the essential functions of this profession. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this profession, the Project Coordinator is regularly required to sit; use hands and fingers, handle or feel objects, tools or controls, reach with hands and arms. The employee frequently is required to talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Compensation:

Based on experience and qualifications.

Other Duties:

This professional description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Project Coordinator. Duties, responsibilities, and activities may change at any time with or without notice.