Event Coordinator/Assistant

JOB DUTIES/ESSENTIAL FUNCTIONS

- Assist the Owner/Lead Planner as needed in overall development, planning, and production of private, community, executive events, and special projects.
- Prep and set up event decor, signage, party favors, etc.
- Plan and produce events and special projects on own with assistance from Owner/Lead Planner.
- Work with internal clients to coordinate a requested event, which includes food and beverage development, staffing, design and decor, vendor management, and set-up and break-down of events.
- Meet with event requestor/site contact as needed to ensure all information about their vision for the event is delivered.
- Work with vendors, such as rental companies, florists, contractors (lighting, parking, etc.) to provide the needed equipment to design the event according to the requestors vision.
- Book and confirm appropriate number of staff needed at the event to produce effectively.
- Maintain company and client's equipment and inventory.
- Potentially manage company's social media platforms and website (such as posting 1-2x a week, and updating website regularly)

JOB REQUIREMENTS

- Ability to work remote most days, but must reside in Sonoma County, CA.
- 1-3 years of event management or restaurant service experience and/or college coursework in business or hospitality management is required.
- Ability to work on weekends and evenings as needed.
- Proficiency in Microsoft 365 Suite, Google Workspace, Zoom, and all social media platforms (Instagram, Facebook, X, etc.) is required.
- Potential candidate must have:
  - -Outstanding organizational skills.
  - -Diligence and strong attention to detail.
  - -Exceptional interpersonal skills and a friendly demeanor.
  - -Excellent written and verbal communication.
  - -Physical stamina and high energy levels (lift and move 50 lbs. is required)
  - -Good problem-solving skills.
  - -Ability to perform under stress (manage multiple priorities in a fast-paced environment).
  - -Excellent multitasking ability.
  - -Conflict management skills.
  - -Professional and approachable attire.
  - -Neat and tidy handwriting for signage and stationary projects.
- Experience with contract negotiation, Squarespace and Smartdraw platform, and knowledge of wine, food, marketing, sales, and design is a plus.