



520 W 103rd St #277, Kansas City, MO 64114

EVENT COORDINATOR

Job Responsibilities:

Provides event coordination services by implementing systems, logistics, procedures, volunteer management, warehouse management, supplies management/procurement, merchandise fulfillment, and event execution.

Job Duties:

- Develops and maintains systems for tracking various aspects of the events. Including, event timeline, checklists, mailing lists, volunteers, etc....
- Serves as primary coordinator and contact for event logistics. Including route development, site selection, contacts, facilities, insurance, tent placement, band/music, vendor agreements, equipment rentals etc...
- Maintains and updates event registrations on the website system.
- Works with route planners for development of printed maps and other registration materials.
- Works with the President for decision making and resolution of problems that may arise with various aspects of the events.
- Maintains rapport with vendors, partners, directors, volunteers and members through effective communication, priority setting, and resolving problem situations.
- Coordinates volunteers and partners for event registration, rest stops,
- Cultivate volunteers through communication and feedback and facilitating meaningful opportunities for volunteers.
- Coordinates procurement of rest stop food and supplies for events.
- Coordinates warehouse for special events including inventory, truck loading, volunteers, and stocking rest stop supplies.
- Coordinates equipment check-out/check-in for area partner/charity rides.
- Provides day of event coordination and assistance to event director.

- Coordinates order fulfillment of merchandise ordered from the Cycling Kansas City online store.
- Assists with coordination of training and education programs including new rider clinics, traffic skills and intermediate road skills classes, and wrench-it series classes.
- Maintains event calendars and responds to requests to add items to various calendars.

Skills and Qualifications:

- Prior event coordination experience preferred
- Good organizational skills
- Ability to work independently with little or no supervision
- Ability to maintain good relationships with volunteers, partners, vendors, directors, and members.
- Ability to take the initiative in resolving problems and developing efficiencies.
- Ability to execute logistics in an efficient manner.

Other Information

- Position is for an independent contractor. Qualified individual provides own tools and materials to complete the job duties.