

# Event Coordinator

*Deerwood, MN*

Do you enjoy working with volunteers on annual fundraising events and giving back to your community?

This part time/seasonal position is perfect for the person who likes to plan things, see them through, and has event coordination skills.

This is a compensated position based on event experience and event profitability.

Deerwood Civic & Commerce is looking for a positive, energetic individual to coordinate, drive and ensure the success of Deerwood Summerfest and the Deerwood Annual Gun Show.

Successful candidate will work with existing volunteers to learn and gain specific process knowledge, this year.

If this is you, please check out:

<http://deerwoodcommerce.org/coordinator>

Send an email to us about your interest and experience at:

[info@deerwoodcommerce.org](mailto:info@deerwoodcommerce.org)

Planning for upcoming events is currently underway.



*Event Coordinator responsibilities include:*

- *Support the vision and organizational requirements of Deerwood Summerfest and the Deerwood Annual Gun Show.*
- *Increase event revenue to benefit the benevolent giving of Deerwood Civic & Commerce.*
- *Develop and maintain event budgets which will be approved by the board.*
- *Schedule and attend all Summerfest and Gun Show planning and work meetings: take and distribute minutes, updates and schedules.*
- *Represent the Deerwood Civic & Commerce, both events in the community, and media vehicles.*
- *Assist recruiting committee chairs and increase volunteerism by engaging committee members.*
- *Create and foster strong, effective professional relationship with all event volunteers.*
- *Create and maintain processes and procedures for all volunteer committees and positions.*
- *Create overall event process schedules and support event volunteers.*
- *Work with volunteer committees to promote and work at both events.*
- *Attend Deerwood Civic & Commerce Board Meetings, take minutes and distribute reports as scheduled.*