

EVENT COORDINATOR

Position is with the Event Management team located in Falls Church, VA and reports to the CSI Washington, DC Director of Event Management.

The Event Coordinator is a highly-motivated college graduate or someone with equivalent experience, who has Coordinator will operate contracted programs while assisting Event Managers, in addition to fulfilling ad-hoc tasks requested by the President and General Manager where necessary. As a CSI employee and team member, it is required to understand the company vision, values and culture, to appreciate supervisors' and senior managers' guidance, and to respect and support colleagues. The employee's primary objective is to: Create an exceptional experience, every time.

CORE RESPONSIBILITIES:

- Be an Event Management team member to create exceptional events.
- Work weekends and evenings as needed.
- Operate internal and external programs as assigned by Director of Event Management.
- Support senior Event Managers to ensure excellence of assigned programs.
- Attend or help coordinate site visits, walkthroughs and other relevant activities for programs.
- Self-educate or partake in CSI training opportunities.
- Adhere to all financial deadlines.
- Be available as 24/7 contact for clients during programs.
- Attend all scheduled Operations Meetings and company meetings.
- May be asked to perform ad-hoc tasks as needed by the Director of Event Management, General Manager, or President.
- When designated, work closely with other CSI employees on traveling projects.
- Be aware of and abide by company policies on employee manual and company memos.

REQUIREMENTS:

- A bachelor's degree from an accredited college or university is required, but may be substituted with equivalent work experience
- Entry level position with minimum 1 year of coordination experience preferred.
- Well-developed written and verbal communication skills.
- Ability to compose professional and grammatically accurate emails to clients and vendors.
- The ability to listen closely and articulate confidently in meetings where client decision makers and their teams may be present.
- Strong organizational and time management skills.
- Outstanding customer service skills.
- Excellent work ethic.
- Proactive approach to completing tasks.
- The demonstrated ability to multi-task and prioritize competing work needs.
- Able to work autonomously yet collaborate as part of a team on workflows.
- Proficiency in Microsoft office products, especially Excel, to maintain program financial data.
- Ability to learn new software introduced at CSI (knowledge of Salesforce a plus).
- Must be able to lift and carry approximately 25 lbs.
- Must be able to drive to work and to event venues.
- Must be able to work on feet 12-14 hours a day on-site as needed.
- Must be eligible to work in the U.S.
- Must be eligible to travel domestically and internationally.

CSI wants to have long-term employees who work well with their colleagues. We offer great health insurance coverage, a profit sharing program, 401(k) program and a generous PTO policy.

Qualified candidates will be contacted for an interview. No phone calls, please. Please email resume and cover letter to AJ Bownas, VP of Event Management, at aj.bownas@csi-dmc.com.