



Events & Programs Coordinator

Reports To: VP of Operations & Administration

Employment Type: Part-Time (29.50 hours per week)

Position: Mid-Level, Hourly, Non-Exempt

Job Summary: The Events & Program Coordinator is responsible for supporting the planning, coordination, and execution of all South Texas Business Partnership (SoTX) events and programs. This role works closely with team members to manage logistics, vendor communication, volunteer coordination, event promotion, and on-site support for luncheons, mixers, ribbon cuttings, fundraisers, and annual meetings. The coordinator contributes to SoTX's mission to stimulate sustained economic prosperity across South Texas through advocacy and collaboration among our partners.

Primary Responsibilities:

- **Assist in planning, organizing, and executing all SoTX events**, including luncheons, mixers, ribbon cuttings, fundraisers, and annual meetings with Team members.
- **Coordinate event logistics**, such as venue reservations, vendor communication, catering, A/V setup, and signage. Works with SoTX team member leading effort.
- **Recruit, coordinate, and communicate with event volunteers**, ensuring adequate coverage and clear instructions for setup, execution, and cleanup.
- **Track event RSVPs and manage guest lists**, name tags, registration, and on-site check-in.
- **Support promotional efforts** by collaborate closely with the Marketing & Communications Coordinator to support the planning and execution of event marketing campaigns, including the creation and distribution of flyers, social media content, email invitations, website updates, and other promotional materials to maximize event participation and engagement.
- **Maintain an up-to-date events calendar** and coordinate timelines and task deadlines with team members, host committees, and volunteers.

- **Communicate with members, sponsors, partners, vendors**, and event participants regarding event participation, sponsorships, special requirements, and event logistics, responding with a **sense of urgency and expeditiously** to ensure exceptional customer service and successful event execution.
- **Assist with post-event follow-up**, including sending thank-you communications to attendees, sponsors, volunteers, and partners; gathering feedback and survey results; compiling post-event reports and performance metrics; and following up on event registrations, outstanding invoices, sponsorship commitments, and other event-related payments to ensure accurate reconciliation and timely collection of outstanding balances.
- **Ensure smooth event execution from planning through post-event completion**, including event setup, breakdown, volunteer coordination, attendee support, and troubleshooting. Complete post-event wrap-up activities, including preparing post-event reports, updating event checklists and planning documents, organizing and maintaining event files, and ensuring all event materials, templates, and resources are complete, accurate, and accessible to all staff through the organization's shared filing system for future planning and continuity.
- **Manage event supplies inventory** and maintain organized storage of materials.
- **Provide administrative support** for SoTX staff as needed.
- **Other Duties as Assigned.**

Required Knowledge, Experience, Education and Skills:

- High school diploma or equivalent required; associate or bachelor's degree in event management, communications, marketing, or a related field preferred.
- 1–2 years of experience in event planning, coordination, or administrative support preferred (internships or volunteer experience acceptable)
- Basic knowledge of event logistics, scheduling, and vendor coordination
- Strong organizational skills and attention to detail with the ability to manage multiple tasks and deadlines
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); familiarity with Canva, social media platforms, and email marketing tools a plus
- Comfortable working in a fast-paced, team-oriented environment
- Ability to lift event materials (up to 30 lbs) and assist with event setup and breakdown
- Strong interpersonal skills and customer service mindset
- Willingness to work occasional early mornings, evenings, or weekends for events
- Positive attitude, flexibility, and a proactive approach to problem-solving

Compensation: Hiring range of \$18.00–\$20.00 per hour, based on qualifications, relevant experience, and skills.

Benefits: Limited benefits, including paid time off and other eligible benefits in accordance with organizational policy.

Schedule:

- **Part-time position (29.5 hours per week).**
- **Regular work schedule:** Monday through Thursday, **9:00 a.m. – 4:00 p.m.**, and Friday, **9:00 a.m. – 3:30 p.m.**, including a **one-hour unpaid lunch break** each workday.
- **Office hours are Monday through Friday, 9:00 a.m. – 5:00 p.m.**
- **This position requires a flexible schedule based on organizational event needs.** The Events Coordinator must be available to work occasional early mornings, evenings, and weekends for onsite and offsite events, meetings, and special programs. Work schedules may be adjusted during event weeks while maintaining a total work schedule of **29.5 hours per week**, unless otherwise approved by management.

Expected Hours of Work: This is a part-time position scheduled for up to 29.5 hours per week. Due to the nature of the role, the work schedule may vary to accommodate meetings, events, project deadlines, or other business needs; however, total hours worked may not exceed 29.5 hours per week. Attendance and punctuality are essential to the successful performance of this position. Standard office hours are Monday through Friday, with occasional early mornings, evenings, or weekends required for events.

Work Location: **Onsite** 3128 Sidney Brooks, San Antonio, Texas 78235. **Offsite as needed.**

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to (25) pounds.

Growth Opportunity: This position is part-time; however, based on organizational needs, funding, and demonstrated performance, it may have the opportunity to grow into a full-time position in the future. Full-time employment is not guaranteed.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.