



Ocracoke Civic & Business Association, Inc.

FOR IMMEDIATE RELEASE

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OCBA SEEKS EVENTS COORDINATOR

OCRACOKE, NC-July 27, 2019--The Ocracoke Civic & Business Association is seeking an Events Coordinator. This position is part time, 20-25 hours per week on average. The Events Coordinator is responsible for the planning, organizing, and directing events sponsored by the Ocracoke Civic & Business Association, Inc. (OCBA). Position has flexible hours, however, is often obligated to specified required in-field times including weekend, evening, early morning, holiday and office business hours as required by events and OCBA activities.

Skills required:

- Strong project management skills
- Strong written and verbal communication skills
- Ability to adhere to deadlines and be detail oriented
- Proficiency with MS Office suite software, the internet including social media, email, etc.
- Ability to work well in teams
- Ability to manage and work on multiple projects at one time
- Flexible schedule to include attendance at all major events, meetings and functions as needed

Experience in any of the following areas will prove beneficial: Previous experience in event planning or other related fields, coordinating volunteers, public relations/marketing, experience in budget management and customer service.

Reporting

The Events Coordinator works under the direction of the OCBA Executive Director.

Primary Responsibilities

- Plan, organize and direct OCBA events. This includes the coordination of programs and oversight of the various stages of event development: development of event timelines, committee assignments and responsibilities, event details, execution of event, post event details, and financial tracking.
- These events include, but are not limited to, the 4th of July Celebration, Spring and Fall Island-Wide Yard Sale, Movie Nights, and Blackbeard's Pirate Jamboree.
- Plans and coordinates event logistics, including but not limited to locations, signage and event-related materials.
- Develop and manage event budgets with OCBA bookkeeper and ED.



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- Manage the inventory, printing, distribution, and tracking of event marketing materials and collateral.
- Assist in the management of event merchandise creation, fulfillment, tracking and sales.
- Track and report costs, sales, and other various event statistics for each event.
- Development of program timelines for successful program execution. Program timelines include timeframes for sponsorship, marketing, production time, participant/speaker notice, event agenda, and event location.
- Recruit and supervise event volunteers.
- Assist in sponsor recruitment.
- Recruit vendors for appropriate events.
- Ensure post event communications/thank you to event sponsors, partners, and participants.
- Conduct post-event evaluations and debriefs to determine how future events can be improved.
- Maintain all necessary records associated with each event, communicating with ED and bookkeeper to ensure all revenues are being billed and collected in a timely fashion.
- Ensure that events are listed with local and regional publications.

Compensation:

\$17 per hour. Reports to the Executive Director.

To Apply

To apply for this position, send a resume and cover letter by August 12, 2019 to:

Email: info@visitocracokenc.com

Mail: Ocracoke Civic & Business Association, Inc. PO Box 456, Ocracoke, NC 27960