



Wedding and Events Coordinator Assistant

Job Description

Classification

Regular, Part-Time Employee

Pay Rate

\$9.00/hour

Reports to

Wedding and Events Coordinator

Date

12/13/2017

Summary/Objective

The Wedding and Events Coordinator Assistant provides support to the Wedding Coordinator. The individuals in this position will be responsible for general administrative duties, providing excellent customer service to clients and guests, and will assist with coordination and execution of events.

Storybrook Farm Core Values

Service Excellence

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Execute daily administrative duties, including responding to email and phone inquiries, filing and file maintenance, office equipment maintenance, and ordering and stocking office supplies
2. Assist the Wedding Coordinator with client management tasks, including scheduling and giving tours to prospective clients, onboarding new clients via the client management system, providing all new client information and deposits to the Venue Director
3. Execute event plans created by the Wedding Coordinator, including pulling and restocking all wedding decor from the vault, setting up and taking down all event day equipment
4. Manage all vendor relations for elopements, including cake, food, florals, and others as needed
5. Coordinate all rehearsal dinners by communicating with the client, determining needs, setting up the event and ensuring a smooth start to the evening

6. Maintain organization and inventory of the decor vault
7. Perform other duties and projects as assigned by the Wedding Coordinator

Required Competencies

- Attention to Detail - *The ability to be thorough and accurate when reading, interpreting and performing tasks.*
- Communication - *Effectively listens and shares knowledge and information with others. Adapts communication style to audience and fosters effective communication with others.*
- Integrity & Honesty - *Upholds the highest job-related, business and socially acceptable ethics. Stands up for what is right. Committed to sharing and hearing the truth, even when it's difficult to do so.*
- Organization/Time Management - *Ability to use time, resources and skills effectively in order to achieve a goal.*
- Problem Solving Skills - *Embodies critical thinking skills to work through the details of a problem to reach a solution.*
- Taking Initiative and Self-Driven - *Ability to see an opportunity or need and act upon it without being asked or told. Acting in anticipation of future needs, changes or concerns. Making things happen; not waiting for something to happen.*

Supervisory Responsibility

This position will have no supervisory responsibility.

Work Environment

Job duties for this position will be performed in a variety of settings, including but not limited to, a home-office environment with multiple floors, steps, and animals onsite, as well as outdoor spaces with uneven terrain, grass, gravel, rocks, and other natural elements, and in all weather conditions such as heat, cold, rain, snow, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to talk, see and hear. This position is very active and requires long periods (up to 14 hours) of continuous standing, as well as walking, bending, kneeling, stooping, crouching, crawling, climbing, twisting, and walking up and down steps and over uneven terrain all day. The employee must frequently lift and/or move items up to 25 pounds and occasionally lift and/or move items up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception

and ability to adjust focus. Frequent use of a computer and phone are also required for this position.

Position Type/Expected Hours of Work

This is a regular part-time position, which consists of approximately 24 hours per week. Hours worked will be divided between administrative and event coordination duties. There may be a chance for increased hours during high season from April through November.

Schedules will be made available at least two weeks in advance.

Travel

Local travel is required in order to perform the essential functions for this position..

Required Education and Experience

1. Minimum formal education of high school diploma or GED
2. Must have a valid driver's license and reliable transportation for local travel
3. Strong computer proficiency and experience using Google Docs
4. Attention to detail is a must
5. Must be available Wednesdays, Fridays and Saturdays (no exceptions)

Preferred Education and Experience

1. Experience in the event industry highly preferred
2. College experience a plus in one of the following fields: Event Management, Event Planning and Management, Hospitality and Tourism Management, or Hospitality and Event Management

Work Authorization

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

EEO Statement

Storybrook Farm, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Irene Tyndale Events complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.