

Idaho Public Television

Part-Time Events Coordinator; Non-Benefitted

Salary: \$ 17.00 /hour

Idaho Public Television is looking for a highly motivated behind-the-scenes specialist to support donor events and education outreach efforts.

Responsibilities Include:

- Plan and coordinate outreach and education events and screenings as allowed by available personnel, budget and timeline. This may include organizing the following: location, audience, invitee list, special guests, equipment, promotional material, décor, refreshments or catering, entertainment, transportation, or other requirements as needed for the events
- Maintain up-to-date documents including event checklist, request forms, and action plans, and ensure adherence to budget specifications
- Research and maintain records with contact names, general pricing and/or donation of food/beverage options, and venue locations for each event using telephone, social media, email, and/or in-person contacts
- Assist with communications around the event including timelines, calendars, invites, evites, RSVPs and in-process and after event reports
- Communicate frequently with education, development, and other key staff to keep them informed of progress, needs and any problems encountered
- Prep supplies for events
- Help with event set-up and tear down

Minimum Qualifications:

- Working knowledge of Microsoft Office programs (Excel, Word, Outlook, PowerPoint) for spreadsheet creation and entry, reports, letters, presentation, and calendars.
- Attention to detail, negotiation skills, and remaining calm under pressure.
- Experience handling confidential information.
- Organizational expertise.
- Ability to work independently and with a team
- Reliable attendance & punctuality.
- Comfortable engaging individuals and groups from all backgrounds.
- The ability to work flexible hours
- Some overnight statewide travel may be involved

Preferred Qualifications:

- Event or promotion planning and coordination experience highly desired
- Non-profit experience
- Familiarity with PBS programming.

How to Apply:

Send a letter of interest, resume, and contact information for three (3) professional work references to: jobs@idaho.idahoptv.org or mail to Idaho Public Television Attn: Tony Howard 1455 N. Orchard Street

Boise, ID 83706