

Events Coordinator

at Village of Island Lake, IL.

Reports to: Chairperson of Events

Location: Village of Island Lake, IL.

About the Village of Island Lake:

The Village of Island Lake, IL. is located in Lake and McHenry counties in the northwest suburbs of Chicago and has an approximate population of 8,100 residents. Island Lake gets its name from the village's namesake lake. Island Lake was originally a vacation destination for Chicagoans, but due to its charm and beauty, it became a permanent residence for many to grow their families and call home. Island Lake continues to grow and prosper while still maintaining its overall charm and beauty.

About this role:

The Events Coordinator is responsible for planning, coordinating and implementing village and community events within Island Lake related to fundraising, festivals and tradeshow. Facilitate place-making initiatives to foster a connection between village businesses, residents and neighboring communities. This position requires limited supervision and the use of independent judgment while seeking help from necessary resources.

Specific job responsibilities include:

- Booking venues and managing event operations
- Assist with sourcing volunteers for events
- Delegation of responsibilities related to events and event operations
- Developing and communicating marketing materials for all events via village website, social media outlets, signage and possible event website development.
- Vendor sourcing, negotiation and management for events (i.e., contracts, questions, financials, etc.)
- Administer events meetings each month (as needed only)
- Work directly with Committee Chairman regarding event statuses and other necessary updates
- Communicating with Executive, Administrative, Public Works, Education, Parks and recreation and legal departments on a consistent basis
- Documenting all event plans
- Obtaining permits and scheduling event inspection when necessary
- Scheduling events and maintaining events calendar
- Develop and monitor events budget (Revenue and expense)
- Oversee all events from setup, start to finish, breakdown/cleanup and resolve issues as they arise
- Post event evaluation and submitting reports
- Assist with events coordinated by Recreation and Administrative Staff
- Ability to work remotely or on-site as needed
- Being creative, well-thought and detailed while introducing new ideas

- Responsible for honest logging of hours worked in conjunction with work completed on a weekly basis

About you:

- 1-2 years minimum experience as an Events Coordinator, preferably at the municipal level
- Well-organized and proven successful work experience as an Events Coordinator
- Proven ability to network, establish and maintain relationships with vendors and team members
- Proficiency using Microsoft Office tools (Word, Outlook, Excel and PowerPoint)
- Exceptionally collaborative, highly responsive, flexible, resilient and adaptive
- Must be self-directed and proactive.
- Demonstrable ability to communicate, present and influence
- Ability to multi-task and prioritize in a fast-paced environment.
- Unbridled creativity and ability to think outside the box
- Strong communication proficiency and skilled at offering both verbal and written feedback.

What's in it for you:

This is a part-time position that will require a potential of up to 24 hours per week (on an as needed basis). This position will allow for work from home. However, it may require travel to vendor meetings or Island Lake Village Hall when direct collaboration is necessary. This will be your opportunity to make this position your own and work collaboratively with the Events Chairperson, Committee and various other village departments and staff to determine go-forward event strategies and have fun while doing it!

Send resume's to Edward.Mcginty@voislk.com or drop them off at the Village of Island Lake.