

Position Title: Events Coordinator

FLSA Status: Full-Time

Starting Salary: \$41,600

Benefits: Once eligible, 3% match for Individual Retirement Account

Supervisor's Title: Senior Economic Development Director

Location: Buffalo, NY

Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Website: www.wedibuffalo.org

Programs Overview:

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas—Education and Economic Development—and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western NY can succeed and thrive in a culturally inclusive community.

Position Summary:

WEDI's Event's Coordinator is responsible for the planning, organization, and coordination of events sponsored and hosted by WEDI. WEDI's Events Coordinator will manage budgets of various sizes to host events which support WEDI's development and promote information about WEDI's programs and WEDI's clients.

Duties:

- Ensure the successful execution of at least two events per month.
- Liase with WEDI Staff to develop event plans, communications, and set clear objectives.
- Coordinate with WEDI's marketing and design resources to ensure proper branding and messaging occurs at all events.
- Responsible for working across departments and with key stakeholders to ensure event deliverables are executed.
- Manage relationships with vendors and contractors and coordinate closely with them to ensure smooth event executions.

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Minimum Requirements

- Bachelors Degree (or equivalent) in public relations, communications, marketing or related field.
- Demonstrates professional, courteous demeanor, positive attitude, strong work ethic, and the ability to collaborate with others in a constructive manner.
- Outstanding organizational skills, experience coordinating time-sensitive projects, and proven ability to meet deadlines.
- Ability to quickly understand processes, current trends, and technical vernacular associated with WEDI's programs, products, and services.

Physical Demands:

- Sitting in meetings for long periods of time, at times between one and two hours.
- Visiting local businesses by car, walking, or public transportation.
- Frequent alpha/numeric keyboarding as well as oral communications.
- Ability to view a computer monitor for long periods of time.

Organizational Policy/Procedure Compliance:

- Follow all organizational policies and procedures as well as local, state, and federal laws.
- WEDI does not tolerate sexually, violently, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.
- Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our passion for advancing emerging entrepreneurs from diverse backgrounds. Interested in applying? Please send a resume and cover letter to jobs@wedibuffalo.org.

The position is full-time. Salary will be commensurate with experience. Candidates for the position should be available to start in September 2023.