



## Events Coordinator– Willoughby Ohio

From a wide variety of magazines, websites, eNewsletters and online projects to seminars, trade shows, and custom print, **Meister Media Worldwide** is the leading communication and information center for worldwide, specialized agriculture.

**Meister Media Worldwide** is seeking a professional with events and/or project management experience to coordinate tasks and assist as needed in a fast-paced events environment. The ideal candidate must be detail oriented and able to multi task. Responsibilities will include coordinating and managing marketing timeline for multiple events, project management of marketing deliverables and coordination/support of VIP and speaker event travel needs. Must become proficient in Cvent Event Management software and maintain multiple databases.

Responsibilities – include but not limited to:

- Manage marketing timeline for multiple concurrent events and provide regular concise updates to event lead
- Assume lead for assigned events
- Project manage event's marketing related deliverables
- Learn Cvent technology with the goal of setting up websites, registration and weekly emails
- Maintain sponsor and exhibitor database
- Coordinate travel and housing needs for speakers and VIPs as needed
- Maintain speaker database and support speaker needs as identified by the event
- Provide regular updates on progress and process to event department team
- Support Events Management Team as needed
- Other responsibilities as assigned

### Qualifications

- Previous event or project management experience
- Ability to manage multiple projects and tight deadlines, demonstrating flexibility in a fast-paced environment
- Must be highly organized with a strong attention to detail
- Self-starter who is proactive in identifying issues and opportunities to improve the team's process and efficiency
- Excellent written and verbal communication skills
- Ability to travel and work some nights and weekends
- Knowledge of Microsoft Office including Excel, Word and Outlook
- Event project management experience a plus
- Cvent event management software a plus

**Meister Media Worldwide** offers a competitive compensation and benefits package including base salary, bonus opportunity and 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to [careers@meistermedia.com](mailto:careers@meistermedia.com) or by mail to:

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