



JOB DESCRIPTION

JOB TITLE:	Storytelling Event Planner
DEPARTMENT:	Storytelling
REPORTS TO:	Director of Storytelling
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Storytelling Event Planner conceptualizes and runs logistics for all Storytelling gatherings, from intimate dinners and small group retreats to keynote events and conferences. This position includes both being creative about ways to gather people and attending to all details—maintaining the event calendar, sourcing, and working with venues and vendors and overall event project management.

PROGRAM MISSION: To change the narrative about marginalized families and communities in San Antonio, and to encourage our audiences to ask anew the question, “Who is my neighbor?”

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Creates and implements a wide range of convenings including group meals, workshops and large-scale public gatherings
- Oversees logistics for invitations and marketing collateral materials, web content and updates, guest list production and management, communications, tracking RSVPs, registration, vendor contracts and relations, soliciting sponsors, event set-up and breakdown, coordinating speakers, running of show, and other duties pertaining to event coordination
- Builds and maintains approved venue and vendor lists, while managing ongoing relationships with these resources
- Helps develop both the annual budget and per-event budget and manage the event-to-event budget
- Maintains quality control with year-to-year and event-to-event comparative analysis to determine effectiveness of all gatherings through surveys, focus groups and other data measurement sources
- Inputs contacts, tracks attendance, and monitors audience feedback
- Prepares for and participates in program meetings, capturing action items and following up
- Creates and maintains hard and soft program filing systems

QUALIFICATIONS:

- Bachelor's degree
- Three to five years of event planning experience, or ten years of event planning experience in lieu of degree

COMPETENCIES–Knowledge, Skills, and Abilities:

- Creativity, flexibility, adherence to essential forms, styles, voices of the organization
- Strong ability to document systems and processes for collaborative teamwork
- Outstanding customer service and interpersonal skills
- Strong written and verbal communication skills
- Excellent ability to determine the problem and come up with a solution
- Ability to balance team and individual responsibilities
- Ability to manage and track budgets
- Strong time management skills to schedule and manage tasks
- Networking skills for engaging new clients, vendors, venues and partners
- Proficient in Microsoft Office Suite
- Adaptive to new/best in-class project management software and CRM platforms

PHYSICAL REQUIREMENTS:

- The employee may occasionally lift and/or move items up to 25 pounds
- Must be able to walk between camp and office facilities, on uneven terrain, as needed

WORK ENVIRONMENT:

- This job operates in a professional office environment.
- This position may occasionally work in a camp or retreat setting.
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets.
- This position includes office assignments and occasional outdoor responsibilities throughout the year.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE