



EVENT COORDINATOR (PART-TIME, CONTRACTUAL)

ABOUT MAX

The Metro Atlanta eXchange for Workforce Solutions (MAX) works to advance economic resilience in the Atlanta region by strengthening connections, collaborations, and practices among workforce developers and organizations engaged in workforce development. The goals of MAX are to:

1. Improve alignment within the workforce ecosystem to better meet the needs of providers, employers and jobseekers.
2. Increase awareness and visibility of workforce development system assets and opportunities.
3. Provide opportunities to increase quality, capacity and effectiveness of Atlanta's workforce system.
4. Serve as a sustainable, neutral, third-party convener for workforce developers, employers and organizations engaged in workforce development.

ABOUT LEADERSHIP MAX

As an extension and evolution of our commitment to provide high-quality professional development and network-building opportunities for our members, MAX is launching a competitively selected, cohort-based leadership development program known as Leadership MAX (L-MAX). L-MAX is designed especially for developing leaders in the workforce development field.

JOB DESCRIPTION

The Event Coordinator will manage event logistics and important details and ensure that events are carried out smoothly. This includes supporting MAX leaders in efforts to plan and organize monthly engagements for the new [Leadership MAX](#) program. The event coordinator will also assist with the delivery of other MAX programs – for example, [MAX Academy](#) and [MAX Talks](#).

Expected responsibilities include:

- Engage in short-and-long-term planning and management for events.
- Establish, build, and maintain relationships with vendors (including caterers) and venues.
- Book and inspect venues, catering, A/V, and other event services.
- Plan event details and aspects, including seating, food, and guests.
- Remain within budget with all costs.



- Develop a working knowledge of the needs of event stakeholders.
- Plan for potential scenarios that could impact the integrity of the event.
- Serve as a guest concierge during events and assist with event management.
- Troubleshoot potential problems that may arise during events in a timely manner.
- Assist with developing flyers, social media posts, and other materials for pre-and-post-event communications.

IMPORTANT SKILLS

- **Details Management:** successfully plan and manage details, working on multiple event needs at a given time.
- **Communications:** communicate event details to event stakeholders in an effective manner, both verbally and in written form.
- **Stakeholder Relations:** help event stakeholders have an enjoyable and valuable experience pre, during, and post-event.

While not required, a knowledge and understanding about workforce development and the workforce ecosystem players in metro Atlanta and Georgia is considered a plus.

NOTE

The event coordinator should be based in the Atlanta region and available to support onsite events in-person.

HOW TO APPLY

Applicants are encouraged to apply by or before Friday, December 6th by emailing a resume to office@metroatlantaexchange.org with the words “Event Coordinator” in the subject line.

Questions can be addressed to Joy Wilkins through office@metroatlantaexchange.org or via phone/text at 404-895-6115.