



CAPTURE MANAGEMENT
SOLUTIONS



EVENT COORDINATOR

CAPTURE MANAGEMENT SOLUTIONS

Building Sustainable Associations for a Thriving Future

Company Background

Capture Management Solutions has been providing marketing and association management solutions since 2009. We found that many associations and nonprofits we worked with were needing more than just association management services. We saw a need for coalition building, communications, grassroots efforts and marketing services. Our agency is founded on the premise that marketing and communications should be the cornerstone for every organization.

As we have continued to work with state and national associations on certain initiatives and causes, we have found state departments and governments were also in need of many of the same services. Our agency focuses primarily in the association, nonprofit and government arena.



Rules We Live By:

1. A great idea isn't – if you can't execute it.
 2. Don't just check off the box – go outside it.
 3. Set proper expectations; then always deliver.
 4. Carpe the Heck out of Diem.
 5. Foster an ethical and respectful culture.
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Culture

Company Vision

Our culture defines who we are as an AMC. As you work with us, we will train you on our culture, style, and commitment to work. This is designed to be an introduction to our culture and thought process.

Here are some things to know and how we differentiate ourselves from competitors:

- We produce high-quality work even though we are a small AMC. That is designed intentionally so we can keep nimble and respond to client requests in a faster time frame.
 - Your position is virtual and there is an expectation that work is completed on time, but if you need a flex schedule, we can usually accommodate that.
 - We develop a Kaizen Principal which means “continuous improvement”. Never get used to doing things the same way because we are working on improving it.
 - We are unique in that we can offer professional infrastructure management, marketing, and advocacy services to our clients. Usually, you would have to use multiple vendors to achieve the same thing.
 - We work hard and play hard. We expect employees to be on time and ready to work no matter what projects may come at them. Don't be surprised if we take everyone out for lunch and a good glass of wine after a project is done.
 - It is a requirement in our office to like coconut. (Just kidding; not really.)
 - We welcome and encourage you to learn something new and teach it to others.
 - We do not ask you to go above and beyond; we pay you to do a job as a professional. If there are times we ask for assistance or something that is beyond your scope we will do our best to respect your time, work-life balance and of course compensate you.
 - Jobs, family and personal events can be stressful at times. If there is something going on or you need time off or a modified schedule, please let us know. You do not have to get into specifics, just know we will listen, treat you like a professional and give you time to work on personal issues, mental wellness or family assistance.
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Event Coordinator

Position Summary:

The Event Coordinator is responsible for planning, organizing, and executing a wide range of events and related activities for the organization and its clients. This non-exempt, full-time position is eligible for benefits. The role requires strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously, ensuring successful event delivery and positive participant experiences.

Essential Functions:

At the direction of the account executive:

- Coordinate all logistical aspects of events, including venue selection, vendor management, catering, signage, accessibility, and event security.
 - Develop and manage event timelines, budgets, and production schedules.
 - Oversee event registration, attendee communications, and on-site operations.
 - Collaborate with internal teams to provide event-related content for newsletters, websites, and social media.
 - Support the development and distribution of event collateral and promotional materials.
 - Collect and analyze feedback from event participants to inform future improvements.
 - Assist with board meeting logistics and other organizational events as needed.
 - Provide event-specific information for media relations and coordinate press activities.
 - Promote membership opportunities and benefits at events.
 - Ensure compliance with organizational policies and procedures in all event activities.
 - Track and report on event performance, expenses, and outcomes.
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Event Coordinator

Knowledge, Skills and Abilities:

- Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service.
- Proficient in Canva
- Excellent computer skills including all MS Office applications. (Word, Excel, Outlook, PowerPoint) required.
- Ability to logically think through a series of processes and know how to prioritize them based on immediate needs. We service multiple clients and must be able to work on different projects at the same time.
- Must be detail-oriented and be able to help proof marketing materials.

Minimum Qualifications

- Entry-level individuals may apply, however, 1-2 years experience is preferred.
- An Associates Degree or Bachelor's Degree in the area of communication, marketing, public relations, or events is preferred.
- Transportation to and from work and events is required.

Compensation is between \$43,000-\$57,000. This position is eligible for a benefits package that includes medical, dental, vision, long-term disability, life, 401k retirement, paid time off, extended paid time off, and paid parking.

Outrageously excited and energetic candidates may apply by submitting a resume and cover letter to the below website.

www.capturemngt.com/employment

Learn more at www.capturemngt.com.
