

# Event Coordinator

**Department:** Events

**Organizational Relationship:** Reports to the Event Manager

**FLSA Status:** Non-Exempt

**Last Updated:** October 17, 2024

## **General Summary:**

The Event Coordinator is responsible for supporting meetings, conferences, and events for key stakeholders. They are responsible for assisting with the daily operations of the Events team and in ensuring compliance with all policies and procedures of the firm.

## **Essential Duties and Responsibilities**

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Supports multiple event projects, in collaboration with other team members, throughout the year from initial conception to onsite execution
2. Ensures goals and objectives of department are met; ensures that all tasks and duties completed are done within the firm's set guidelines and policies
3. Assists with all day-to-day tasks supporting the staff on the meetings and events team
4. May assist with the department's databases and collect and input data with appropriate judgment and a high level of accuracy
5. Researches venues for dinners, social gatherings at meetings, and other events
6. Prepares summaries of appropriate venues, availability, costs and capacities
7. Designs/builds registration sites for firm meetings, and prepares and monitors rooming lists, restaurant reservations, and other attendance lists for events
8. Supports Manager with the development of budget proposals for meetings and events and tracks compliance with the budget as approved
9. Promotes effective work practices, works as a team member, shows respect for co-workers and motivates others

## **Position Specifications**

### *Education*

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

### *Work Experience*

- A minimum of two years' relevant experience at a professional services organization required
- Experience with event management platforms, such as Cvent, preferred

*Knowledge, Skills, and Abilities*

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a fast-paced team environment with a customer-service focus
- Exceptional attention to detail skills for all events to ensure superior attendee experience
- Strong communication skills, both written and verbal
- Strong organizational skills needed to manage time well, prioritize effectively, and manage multiple assignments simultaneously
- Knowledge and proficiency in PC Applications including Excel, PowerPoint, Word
- Ability to handle confidential and sensitive information with the appropriate discretion

*Additional Requirements*

- Occasional travel may be required

*Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

*Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.