Central Atlanta Progress, Inc. (CAP) is a nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better center city. It carries out research and planning and acts as a catalyst for a wide range of programs and projects for the betterment of Downtown Atlanta. The Atlanta Downtown Improvement District (ADID), founded in 1995 by CAP, is a public-private partnership that strives to create an attractive, safe and livable environment for Downtown.

CAP is seeking a fun, creative marketing professional who is ready to jump start their career while promoting downtown Atlanta as THE place to live, work, and play, to join our team as an Event Coordinator. The successful applicant is polished, educated, innovative, and works well under the direction of Senior Marketing team members.

**Job Description**

The Event Coordinator is responsible for the management and coordination of all meetings, special programs and events of Central Atlanta Progress (CAP) and the Atlanta Downtown Improvement District (ADID). This individual will be a detail orientated, self-directed professional, committed to playing a key role in the Membership and Marketing team of CAP/ADID.

Reporting to the Membership and Development Manager, this position requires duties across a wide range of activities within the spectrum of events and program coordination to support the organization.

**Essential Responsibilities**

- Planning, implementation and follow-up for all events, meetings and programs
- Schedule and manage all speakers, vendors, and participants
- Coordinate and monitor event timelines and ensure deadlines are met
- Collaborate with Marketing Department for event promotion
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support, audio/visual equipment and pre- and post-event evaluations.
- Maintain contact database
- Responsible for planning, coordination, implementation of programming, and activities in Woodruff Park

**Qualifications**

- Candidate must have a four year college degree in a related field
- At least two years of work experience in an office environment, preferably at a nonprofit
- Excellent oral and written communication skills with a high level understanding of social media
- Database management experience preferred
Knowledge, Skills and Abilities
- Keen ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to thrive and work effectively independently and as a part of a team
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve and multi-task
- Ability and willingness to work some early mornings, evenings, and weekend days
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, Constant Contact and mail merges; email and web searches
- Ability to accomplish projects with little supervision
- Exceptional customer service and interpersonal skills are required
- Presents self in a highly professional manner to others
- The employee must occasionally lift and/or move up to 30 pounds

Schedule and Compensation:
Full-time; Compensation will be in the mid $30s and commensurate with experience.

Employment, including benefits, is provided through Central Atlanta Progress, Inc. CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation or national origin. CAP offers employees a competitive benefits package including health insurance, HSA or FSA, dental insurance, short and long term disability, life insurance, vision insurance, and a 401(k) savings program. The successful candidate will be required to pass a background screening. Some benefit premiums require employee participation.

Compensation will be in the mid $30s and commensurate with experience.

Application Guidelines/Contact:
Interested applicants should e-mail their letter of interest, resume, and salary history to Dee Davis, Human Resources Manager at ddavis@atlantadowntown.com. Please include 3 professional references. Only those applicants deemed qualified will be contacted. No phone calls, please.