



## **JOB DESCRIPTION**

**Job Title:** Events Coordinator

**Department:** Marketing

**Location:** Vernon Hills, Illinois

**Reports To:** General Manager

**FLSA Status:** Exempt

### **Position Summary:**

The Events Coordinator position is responsible for creating, organizing and marketing all promotional events and functions for Hawthorn Mall. This includes arranging relevant events and other programming that will drive traffic to the center and/or increase length of stay for existing customers.

### **Principal Responsibilities:**

The successful candidate's responsibilities include, but are not limited to:

- Developing ideas for seasonal festivals, contests, sporting events, concerts and community events.
- Assisting with special event planning and execution, including set-up, vendor coordination, on-site logistics and post event evaluation.
- Scheduling and coordination of city agencies, venue calendar, entertainers, activities and community groups.
- Working directly with tenants to ensure they are a primary beneficiary of the programming.
- Working with Marketing Manager/Director to supply content for press releases and social media.
- Creating themes, layouts and prizes for contests.
- Working with Marketing Manager/Director to stay within events budget.
- Serving as expense coordinator by furnishing all contracts, invoices and receipts pertaining to events to accounting and approve for payment.
- Meeting deadlines for all items above prior to and throughout events.
- Managing consumer information, including data entry, email list management and contest/event registrations.
- Supporting the local activation and implementation of national marketing platforms.
- The flexibility and ability to work events in the evenings, weekends and holidays as needed.

**Qualifications:**

- Bachelor's degree preferred.
- Minimum of 2-3 years of experience, preferably in marketing, event planning, project coordination, sales, retail or real estate.
- Flexibility in work hours needed.
- Minimal overnight travel may be required.
- Computer skills – Excel, Word, Outlook (PowerPoint is a bonus).
- Well-developed interpersonal skills.
- Effective oral and written communication skills.
- Resourcefulness and creativity.
- A passion for being part of retail reinvention and evolution.

Qualified candidates should submit resumes to Tami Morris at [tmorris@centennialrec.com](mailto:tmorris@centennialrec.com).