

JOB PROFILE

Job Title:	Events & Exhibitions Coordinator
Unit:	Marketing
Reporting to:	Executive Manager: Marketing & Communications

JOB SUMMARY

The events & Exhibitions Coordinator is responsible for coordinating all Proudly SA's initiated events/exhibitions and to ensure that the Campaign and its members get extensive exposure and benefit out of them

ACCOUNTABILITY

The Events and Exhibitions Coordinator will report to the Executive Manager: Marketing and Communications.

JOB DESCRIPTION

Essential tasks, duties and responsibilities:

1. Coordinating of the Proudly SA annual events & exhibitions calendar and updating it on a regular basis to ensure that it is up to date
2. Communicate this calendar to internal & external customers (members, media, ect)
3. Coordinate Proudly SA events, exhibitions & promotions
4. Responsible for all arrangements/planning leading up to the event/exhibitions (including branding & marketing material)
5. Manage and liaise with service providers
6. Prepare communiques or circulars informing regarding upcoming events, exhibitions & promotions
7. Coordinate involvement of members in the events /exhibitions open them
8. Distribution of customer satisfaction surveys after each event/ exhibition and the collating the feedback received into reports

9. Implement marketing plans to support all Proudly SA internal and external activities as well as promotion of the Proudly SA brand, products and services
10. Adherence to organizational procedures & policies
11. Responsible for updating policies/procedures/forms related to function as required
12. Development and submission of reports (weekly, monthly, annually, project plans, close out reports and ad hoc)
13. Performs miscellaneous other appropriate duties assigned

JOB SPECIFICATION

Requirements for the position	
Qualifications	An appropriate recognized degree/equivalent qualification
Experience	Relevant exposure in organizing events, exhibitions & projects
Knowledge	<ul style="list-style-type: none"> • Knowledge & understanding of Business to Consumer and Business to Business services • Knowledge of Proudly South African in terms of its mandate, functioning and structure • Computer literate (MS Word, Excel, Power Point, Outlook, etc) • Knowledge of effective time management, prioritizing and forward planning practices
Skills	<ul style="list-style-type: none"> • Personable with excellent verbal & written communication skills • Excellent presentation skills • Strong stakeholder relationship skills • Excellent organizational skills, with experience of planning own workload to meet deadlines • Excellent administration skills • Excellent problem solving skills by identifying and analyzing problems; distinguishing between relevant and irrelevant information to make logical decisions; provide solutions to individual and organizational problems
Abilities/ Attributes	<ul style="list-style-type: none"> • Ability to work in a fast-paced, constantly changing environment • Ability to manage many tasks at once, work against short deadlines and to remain calm and focused • The ability to implement and maintain accurate record-keeping systems • The ability to work on own initiative but also as part of a team when appropriate • Highly skilled in the use of using e-mail and the internet • Ability to sustain output quality even when under pressure and the flexibility of input to achieve key deadlines • Extend working hours and travelling will be required as necessary • Valid South African driver's license