



Event Program Coordinator Job Description

Job Title: Event Program Coordinator

Reports To: Director of Programs and Events

Location: Dallas, Texas (Hybrid: Office & Event Locations)

Type: Full-Time, Hourly

Position Summary

Project Unity seeks a highly organized and detail-oriented Event Program Coordinator to assist with the full life cycle of coordinating our programs, events, and initiatives. This special person will work alongside the Director of Programs and Events to help orchestrate logistics; manage vendor, partner, sponsor, and volunteer relationships; curate messaging for various communications; assist with set up and breakdown efforts; provide on-site support; and ensure that every event aligns with our quality standards and budget parameters.

The event coordinator will contribute to planning over 100 programs and events annually touching on Project Unity's four signature programs and events – Together We Ball, Together We Learn, Together We Dine, and Together We Sing. In addition, assisting with other programs such as the Summer Listen & Learn Speaker Series, community forums, and other special projects. This role is essential to program expansion and requires someone who has a strong interest in mission driven work around community building, inclusion and belonging, race relations, relationship with law enforcement and social justice matters. The ideal candidate thrives under pressure, possesses exceptional communication and project management skills, clean driving record, and has a passion for creating memorable and meaningful experiences.

Core Responsibilities

- **Logistics Management:** Event registration, name tags, table assignments, virtual event set up, AV, presentation decks, materials, food and beverage planning, familiarity with cultural and dietary restrictions, event set up and strike.

- **Vendor Coordination:** Source, negotiate with, and on-site management, as needed.
- **Volunteer Coordination:** Support volunteer coordination including recruitment, training, scheduling, and tracking.
- **Timeline Development:** Develop detailed timelines and help ensure all stakeholders meet deadlines.
- **Budget Maintenance:** Track event expenses, submit vendor invoices, and maintain precise financial records.
- **On-Site Management:** Assist onsite to manage setup, registration process, troubleshoot issues, and help direct volunteers.
- **Virtual Event Management:** Assist with managing virtual events via Zoom including features such as breakout rooms, chats, whiteboards, recordings, and attendee reconciliation.
- **Driving Abilities:** Ability to drive vehicles for program-related needs.
- **Post-Event Reporting:** Conduct feedback surveys, evaluate event success metrics, and reconcile final budgets.
- **Cross-Functional Work:** Work with team members to complete event and program planning as well as marketing and promotions work efforts including the Social Media Coordinator, Marketing Coordinator, and the Event Administrator

Required Skills & Qualifications

- **Experience:**
 - Bachelor's degree (or equivalent experience), preferably in nonprofit management, event/hospitality, program management office (PMO), marketing or a related field
 - Minimum of 5 years of experience coordinating programs, events, or projects (nonprofit, hospitality industry, or community setting preferred); CMP is a plus
- **Communication:** Exceptional verbal and written skills to manage a diverse sponsor and partner portfolio, volunteers, vendors, and internal team dynamics. Ability to naturally write, proof, and edit invitational language and event descriptions is a must.

- **Problem-Solving:** Strong ability to remain calm, think critically, and resolve logistical crises under situational and time constraints.
- **Organization:** Exceptional multitasking skills with the ability to balance multiple moving parts simultaneously and without stress. Strong organizational skills and can understand how to best organize to achieve the event goals and objectives. Ability to prioritize work effort and flexibility to adjust priorities as needed.
- **Tech Literacy:** Proficiency with event management software (e.g., Eventbrite, Survey Monkey; MS Office Suite) with strong proficiency with MS Excel managing data, formulas, pivot tables with little to no direction.
- **Flexibility:** Willingness to work non-traditional hours, including evenings, weekends, and holidays, based on event schedules.
- **Professionalism & Work Ethic -** Exhibits professionalism, strong business acumen, and appreciates traditional work ethic values.

The Event Program Coordinator will show commitment to Project Unity's mission of fostering community unity, meaningful dialogue experiences and community educational programming involving law enforcement

Benefits:

- o Mobile Phone Stipend
- o Mileage Reimbursement
- o Benefits Allowance Payment
- o Unemployment Benefits Coverage
- o Worker's Compensation Coverage
- o Overtime Pay
- o Matching Contribution to Employee's FICA Withholdings

Disclaimer: The above description contains examples of job duties that might be performed by an employee assigned to this role. Project Unity is a growing organization, and the work environment is fluid due to our ability to respond to evolving community needs. Roles and responsibilities may be altered to accommodate changing conditions and our organizational goals and objectives. Accordingly, employees may be asked to perform duties that are outside the specific work that is listed. This is not an exhaustive list of all responsibilities, duties and/or skills required for this role.