

Position Description

August 2022

AERO Expo Event Coordinator



Brief Position Overview

Expo is an AERO program, designed as a 2.5 day annual conference. In collaboration with AERO staff, including AERO's Executive Director and Member Outreach Coordinator, the Expo Event Coordinator will be responsible for overseeing particular tasks related to successful execution of the 2022 event at Arrowpeak Lodge in the Highwood Mountains, outside Great Falls, happening September 30-October 02. Responsibilities include meeting with and coordinating vendor activities; coordinating venue set-up and supplies; coordinating volunteers; primary responsibility for run of show, and working with staff to ensure completion of a successful event.

Title: AERO Expo Event Coordinator

Position Type: Contract. Flexible hours. Remote work.

Compensation: up to \$4,000.00

Benefits: Not eligible for benefits

Contract Length: Up to 10 weeks. Desired start date: Monday, August 22, 2022.

Reports to: Executive Director

Qualifications

Required Skills and Abilities:

- Prior experience as event coordinator or event planner
- Associate's degree or equivalent experience in marketing, communications, food systems, hospitality management, business, or related field
- Five years of work experience
- Proven aptitude for customer service, problem-solving, multi-tasking and meeting deadlines
- Strong communications and relationship building skills
- Strong attention to detail
- Effective time manager
- Proven aptitude for meeting deadlines
- Experience with managing budgets
- Capable negotiator
- Professional demeanor and comfortable pivoting and finding creative solutions to unexpected disruptions

The ideal candidate is self-aware, rooted in confidence and integrity. They are a creative problem-solver and team player with excellent communication skills, comfortable with change and juggling a variety of commitments and responsibilities. They are skilled people managers, and take initiative. They will feel comfortable representing their own creative ideas and questions to the team, listen actively and compassionately, and are comfortable receiving feedback. They are organized and thorough, eager to represent our organization well, and value building strong, positive relationships.

To Apply

Please send a resume, along with a cover letter and three professional references to Robin Kelson, Executive Director, rkelson@aeromt.org with the Subject line **“AERO Expo Event Coordinator Application”**, **by Tuesday Aug 16**. Interviews will be scheduled for Wednesday, Aug 17th and Thursday, August 18th.

About AERO

AERO is a community of social entrepreneurs dedicated to building the world in which we want to live. We are producer-centric, helping communities build place-based, values-driven community food webs with climate-smart solutions. We believe in partnerships and networks, and know that *community is the future of sustainability*.