



## **JOB POSTING – Event Coordinator**

The Building Industry Association of Central Kentucky is looking for an organized and driven individual to coordinate, promote and administer our internal and public facing events. The person in this position will also assist other staff with a variety of networking events held throughout the year.

The Event Coordinator will be responsible for every aspect of event planning from scheduling through execution. This includes budget input, promotion and recruitment of participants and attendees to choosing venues, working with Annual Partners and Sponsors and evaluation of success after each event. Successful candidate will be responsible for oversight of Marketing for each event as well as the administrative tasks including social media, mass media, and contract negotiation, for example. Further the Event Coordinator will work with our third-party Graphic Designer to coordinate advertising and edit printed/online materials. Responsible also for adherence to the budget and overall financial success of the event.

In addition to working on the events for the Association, the successful candidate will assist the Director of Member Services with the administrative requirements for our Membership Database.

An outstanding candidate for this position will be able to demonstrate successful event planning experience and provide examples of experience/characteristic of being organized and process oriented. The Event Coordinator must be outgoing, have a strong innate drive to be successful and be team oriented in their work.

The Building Industry Association offers a comprehensive benefits package to employees including health benefits, retirement program and annual leave. Salary for this full-time position will be commensurate with the candidate's experience.

Those interested in this position should submit a current resume and a cover letter outlining your experience, reasons for consideration for the position and salary expectations.

This information can be emailed to Todd Johnson – [Todd@BIACentralky.com](mailto:Todd@BIACentralky.com) – Subject line – [Event Coordinator](#)

***The Building Industry Association is a 70-year-old trade association for the Construction and Housing Industry located in Lexington Kentucky serving the Central Kentucky Region.***

***More information regarding the BIA Can be found at [www.BIACentralky.com](http://www.BIACentralky.com)***