



Job Opening

Event Coordinator- Seasonal

Posted: 2/27/2020

Sail Newport background

Founded in 1983, Sail Newport's (SN) nonprofit mission is to provide public access to marine recreational and educational programs in and around Newport Harbor and Narragansett Bay. Sail Newport's mission is also to recruit and manage marine events in Newport RI including local, regional, national and International regattas, rendezvous and "super events" such as the North American Stopover of the Volvo Ocean Race.

Sail Newport accomplishes this by offering high-quality, low-cost access to recreational boating. We own 140+ sailing vessels and provide instruction and access to Narragansett Bay to nearly 10,000 sailors per summer. We organize programs for community centers such as the East Bay MET School, The Dr. Martin Luther King, Jr. Center, Boys and Girls Club, and Newport Public Schools among many others. Sail Newport provides financial aid to families so that any child, regardless of economic station, can learn to sail. We partner with school systems regionally to integrate an assortment of marine-related educational programs and groups such as NOAA, Sailors for the Sea, URI Graduate School of Oceanography and others. Additional information can be found at: www.sailnewport.org

Title: Event Coordinator (Intern – Summer 2020)

Reports to: Events & Sales Manager

Employment Status: Fulltime paid or unpaid internship (40 hours)

Start Date: Late May / Early June 2020

End Date: Late September / October 2020

Overview:

The Event Coordination Intern will be responsible for assisting the events & sales manager in organization and execution of summer functions. These include but aren't limited to on land regatta functions for Sail Newport; special events, meetings and fundraisers hosted at the Sail Newport Sailing Center and across the Sail Newport campus in Fort Adams State Park.

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Event Coordinator 2020

Roles and Responsibilities:

- Working with event & sales manager to organize regatta functions including:
 - o On site coordination of registration
 - o Management of post-regatta socials
 - Assisting with organizing vendors by confirming arrival times and meeting vendors on site upon arrival.
 - o Organization of volunteers with the volunteer manager
 - o Work with events & sales manager to understand and manage client expectations
 - o Work with event & sales manager to understand how to manage budgets
- Working with events & sales manager to organize special events, meetings and fundraisers including:
 - o Assist in organizing pre-event setup details
 - o Physically setting up and breaking down event space with operations team
 - o Assist with logistic details of internal fundraisers and special events

Qualifications and Skills Required:

- Interest in events, sailing and/or regattas and non-profit work (preferred but not required)
- Knowledge of day-of event coordination
- Independent worker, self-starter
- Organizational skills
- Experience with written and verbal communication (email and phone)
- Ability to remain calm during high pressure moments
- Experience in Microsoft Office and Google Suites

Working Conditions:

- This position requires physical activity in conditions that can be cold, wet, hot and/or dirty
- This position requires sufficient eyesight, hearing, and physical stamina
- This position regularly requires working mornings, evenings and weekends

Sail Newport is an Equal Opportunity Employer.

How to Apply

Please email Emily.Greagori@sailnewport.org with cover letter and resume.