

African Business Association, Yorkshire

<https://abfb.co.uk/job/event-management/>

Event Management

Description

We are looking for a dedicated and organized volunteer to join our team as an Event Manager. As an Event Management volunteer, you will be responsible for planning and executing successful events that align with our organization's mission and objectives. Your attention to detail and ability to coordinate various aspects of event management will contribute to creating memorable experiences for our attendees.

Responsibilities

1. Plan and coordinate events, including conferences, workshops, fundraisers, and networking events, from conception to execution.
2. Develop event timelines, budgets, and logistical plans to ensure smooth operations.
3. Liaise with vendors, suppliers, and sponsors to secure necessary resources and services.
4. Coordinate event promotion and marketing efforts to attract participants and generate interest.
5. Manage event registrations, attendee communications, and inquiries before, during, and after the event.
6. Oversee event setup, including venue selection, seating arrangements, audiovisual requirements, and signage.
7. Collaborate with the design team to create event materials such as programs, banners, and name tags.
8. Ensure adherence to safety regulations and event protocols during all stages of the event.
9. Coordinate and manage event staff, volunteers, and guest speakers to ensure smooth event operations.
10. Evaluate event success through post-event surveys, feedback analysis, and attendance metrics.

Qualifications

1. Previous experience in event management or a related field is preferred but not mandatory.
2. Strong organizational and time management skills to handle multiple tasks and meet deadlines.
3. Excellent communication and interpersonal skills to work effectively with vendors, sponsors, and team members.
4. Attention to detail and problem-solving abilities to address any event-related challenges.
5. Flexibility to adapt to changing event needs and handle unexpected situations calmly.
6. Ability to work collaboratively in a team environment and delegate tasks efficiently.
7. Proficiency in using event management software and tools is a plus.
8. Passion for our organization's mission and a desire to create impactful and memorable events.
9. Availability to work during evenings or weekends, depending on event schedules.

Job Benefits

Hiring organization

African Business Association,
Yorkshire

Employment Type

Volunteer

Date posted

7 December 2023

Application Deadline

29.02.2024

Join our team as an Event Management volunteer and contribute to the success of our events, creating meaningful experiences for our participants and helping us achieve our organizational goals. Your dedication and expertise will play a vital role in ensuring the smooth execution of our events.