



Position: **Event Coordinator**
Classification: **Full time, in-person position**

Plaugher and Associates is a small non-profit management and government relations firm in Richmond that specializes in transportation/local government organizations. Our primary clients are the Virginia Transit Association and Virginians for High Speed Rail.

The **Event Coordinator** is responsible for planning, organizing, and executing events that advance our non-profit clients' missions, increase community engagement, and achieve key success metrics. This role requires a highly organized, detail-oriented professional who can manage multiple projects simultaneously while maintaining strong relationships with members, donors, stakeholders, vendors, and volunteers.

Key responsibilities include coordinating currently programmed events (including conferences, annual luncheons, roadeos, receptions, and webinars), developing new event concepts and timelines; securing venues; coordinating logistics such as catering, audiovisual needs, transportation, promotional items, and accessibility; and ensuring all events align with the organizations' brands and strategic objectives. As well as assisting with secondary processes related to the organizations' events including planning committees, award committees, etc.

The position also involves working with the executive director to manage event finances, secure sponsorships, coordinate in-kind donations, and maintain relationships with partners and vendors. They are responsible for recruiting, training, and supervising volunteers and event staff, ensuring smooth execution on event day.

Strong communication skills are essential, as the coordinator will draft promotional materials, collaborate on marketing campaigns, and serve as a primary point of contact for attendees and stakeholders. The role may also include analyzing event performance, gathering feedback, and preparing post-event reports to inform future planning.

The ideal candidate has experience in event planning, nonprofit operations, or a related field. They demonstrate excellent organizational and time-management skills, creativity, and the ability to problem-solve in fast-paced environments. Familiarity with fundraising practices, donor relations, and event management software is preferred.

This role may require occasional evening and weekend work, as well as travel to event locations. A passion for the organizations' missions and a commitment to community impact are essential.

Required Qualifications:

- Associate or higher degree or equivalent experience in event management, or related field.
- 1–3 years of event coordination experience, preferably in a nonprofit setting.
- Strong project management skills.
- Excellent written and verbal communication abilities.
- Proficient with Microsoft Office products (Word, Excel, Outlook, Power Point, Publisher).
- Familiarity with Zoom and Microsoft Teams meeting and webinar capabilities and operations.

- Ability to work independently and collaboratively in a team environment.

Compensation Package:

- The starting wage is for this full-time, nonexempt position is **\$27.75** per hour (approximately \$57,720 annualized) commensurate with experience.
- **40** hours per week.
- QSERHA healthcare reimbursement stipend.
- Simple IRA with 3% match.
- Generous paid-time off and holiday package.
- Flexible work schedule.

Plaughter and Associates LLC is an Equal Opportunity Employer.

How to apply: Candidates are asked to fill out the Google form application here:

<https://bit.ly/3QrWxNr>