

## **Events Coordinator**

### **University City Science Center**

The University Science Center has an opening for an Events Coordinator in our Marketing Department. The Events Coordinator ensures that the Science Center's event-space and Quorum programming space are properly scheduled, prepared and executed. This position works with the Quorum Program Manager to help schedule a variety of internal and external events, write up contracts for Quorum clients, coordinate details of recurring and special events, act as the point of contact with external clients, and assist with on-site coordination and execution of internal programs in the Quorum space. The Events Coordinator must be able to work early morning and evening events on an as needed basis.

The Events Coordinator is a key member of the Marketing/Communications and Community Engagement team and as such has internal contacts with the Marketing Team, the entire administrative staff and external contact with event planners, Quorum clients and Innovation Plaza clients and partners, as well as funders and potential funders, business partners, and the community. This position has access to sensitive UCSC, and some start-up company information and is expected to handle such information with integrity and professionalism. This position has regular contact with industry partners, local government officials, and members of the community and is expected to represent UCSC in a professional manner.

The Events Coordinator- will report to the Quorum Program Manager and will participate in department/company activities as necessary.

The successful candidate will 1-2 years of experience in a program development, marketing, communications, client relations, or community engagement role, preferably for a non-profit organization. Direct experience with assisting with the planning of special events is required.

BA/BS degree from an accredited college or university is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

Salary is commensurate with experience.

Interested candidates should forward their resume and salary requirements to: [resumes@sciencecenter.org](mailto:resumes@sciencecenter.org) or to Human Resources, University City Science Center 3711 Market Street, Suite 800 Philadelphia, PA 19104

For more information, visit us on the web at [www.sciencecenter.org](http://www.sciencecenter.org)

**We are an Equal Opportunity Employer**