

## **Assistant Coordinator**

*Bellingham WA*

*Pay \$17-25 per hour*

The assistant coordinator will be responsible for assisting with weddings and events on (typically on) weekends. Additional roles and responsibilities are available, such as blogging and social media contribution.

The ideal candidate must be polished, self-motivated, loves weddings, enthusiastic, detail oriented and comfortable being on their feet/active most of the day. They must be able to self-manage and work independently. This is a Woman, Best Friend, Co-Owned business.

You would be able to work from home on any assigned tasks, such as blogging or vendor research. The time commitment is approx 1-2 hours a week for non-wedding day work. Occasional attendance at staff meetings required, approximately quarterly. On weeks we have weddings the time commitment is approx 10 hours.

This is an extremely part-time position with potential to grow. Currently, we are looking for someone to start as an apprentice, shadowing us and learning the ropes (paid training), pay is \$17/hour for the duration of the apprenticeship. We are seeking the right candidate to grow with us, to be hired on as an assistant coordinator for 2022 with further growth opportunities (associate planner, etc) in the years beyond.

Apprenticeship lasts for approximately your first 4 weddings or 90 days, whichever comes first. After that, we/you will have the opportunity to reflect on your experience so far and decide if you'd like to be hired on permanently. If hired on as assistant coordinator, pay will increase, DOE. Growth opportunities are available if the candidate is a right fit to join the event planning team as an Associate Coordinator (leading your own weddings). We are looking for someone to stay and grow with us and be a part of the IYDE team/family.

Responsibilities:

- Assist Lead Planner at weddings (this is a multi-hats position and can include everything from placing table numbers to setting up chairs, getting the DJ a plate of food, to floofing the bride's dress before she walks down the aisle)
- Client and vendor communication
- Vendor research & networking
- Blogging
- Assist in planning market events, such as industry open houses
- Have a seat at the table in team meetings & provide your valuable voice

Desired Skills/Experience:

- Excellent written and oral communication skills
- Must have your own vehicle, cell phone, and laptop.
- Demonstrated ability to work well under pressure with limited time frame
- Detail oriented with exceptional level of accuracy and follow-through
- Demonstrated ability to exercise good judgment
- Works well within a team oriented environment
- Flexibility to work from home, some weekend availability required.
- Ability to prepare written reports and correspondences, and presentations as required
- Agile at prioritizing and managing multiple projects
- Must possess strong communication, time management and collaboration skills; confident, self-starter, independent thinker
- Associate or Bachelor's degree in related field highly preferred

{Extra bonus point for candidates with previous event or wedding planning experience!!!}

We have weddings all over the Puget Sound, so if you are willing to travel you will have more hands-on opportunities.

-Estimated assistance at 6-12 weddings in the 2023 season.

Compensation:

-\$17 an hour to start (for approximately first 4 weddings/90 days) & increase after apprenticeship period

- About 75% of our clients provide gratuity on the wedding day

-Yearly bonuses, company meals and gas stipends (if driving out of the area)

Please send your cover letter, resume and portfolio {if applicable} by email. Deadline is 1/30/23. We will contact you if we would like to schedule an interview.

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