

Position: Event Project Manager

Type: Contract/Per Event (5 week Contract)

Pay: \$1,500 USD payment for a 5 Week Contract. + \$375 per additional week exceeding past 5 weeks.

Upcoming Contract Dates: Nov 12th- Dec 19th, 2022 (5 weeks)

Working Schedule: Monday-Friday, some weekends

Flights, Meals, Lodging: Flight is reimbursable, Meals and Lodging Included by Employer.

Company: Gex Inc. (The Mayan Garden)

Location: Tower Hill Village, Orange Walk, Belize, C.A.

Job Description:

The Mayan Garden is a family-owned event and retreat center located in Belize, Central America. We are looking for travel-ready project managers who can lead and supervise these events and retreats. Currently we have 1-2 events every 3 months, but we expect to have 1-2 events once a month by 2023. This position is contract-based, and the project manager who we hire will be required to arrive in Belize at least 2 weeks prior to the event for proper training and preparation. Preparation requires working closely with housekeeping and maintenance departments to ensure the facility is completely prepared to receive guests for the event. It will also require working closely with the caterer and coordinating directly with the clients for the event. The event is usually about 5-10 days, then they should stay 5-7 days after the event to close and tie up everything. On average this contract is about a 4 week contract. At the end of your contract and based on the success of that event, more work opportunity for future events may be available

This position is perfect for someone who has wedding planning experience or someone who has hosted their own retreats or events. If you like traveling and experiencing new cultures, exploring nature and working in an exotic and interesting environment, then this may be the job for you. If you are skilled with photography, videography and social media marketing, this would be a plus when considering candidates. This is not required, however due to the nature of the job, our Project Managers will also be doing this kind of work.

Responsibilities:

- Responsible for overseeing the success of event(s)/retreat(s)/ Project that is occurring at The Mayan Garden
- Responsible for hosting and greeting guests making sure all needs are met
- Responsible for managing assisting interns and intern activities for event
- Lead any retreats/events hosted by The Mayan Garden
- Overseeing the efficiency of the facility and it's policies & procedures to maintain standards for event/retreat
- Supervising & Overseeing that the schedule and work at hand for Housekeeping, Maintenance, Catering, Guest Airport transportation, Guest's itinerary, and overall guest experience is up to par.
- Communicating directly with Client(s)/Partner(s) who are having their event
- Overseeing and assisting in the efficiency of facility inventory protocols in order to meet the needs of event/retreat
- Generating new ideas & methods of improving the facility in costs/ efficiency & executing those ideas

- Leading and overseeing select renovation projects for event/retreat
- Lead/assist with retreats/events hosted by The Mayan Garden when applicable
- Co-Leading and training interns via workshops, trips and activities when applicable
- Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines
- Delegating tasks for the event/retreat/project at hand, to appropriate employees/departments who are best positioned to complete them
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with executives or the board to keep the project aligned with their goals
- Directly reports to director on daily/weekly progress reports
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needs or financing for the project change
- Before Event, capturing photos, videos and social media content.- Being proactive with our marketing team during any downtime.

Requirements:

- Education: Bachelors Degree
- Event managerial experience , Retreat hosting experience , Project manager experience or wedding planning experience
- Willing to travel
- Has valid Passport
- Friendly, Outgoing and personable in personality
- Extremely organized, manages time well, goal-oriented
- Problem-solver
- Plays hard, works hard
- Social Media Marketing (not required but a plus)
- Videographer/Photographer experience & equipment (not required but a plus)

Extra Benefits:

- Access to The Mayan Garden Amenities (gym, pool, yoga, kayaks, garden trails, sauna, hottub etc.)
- Chance to experience the exotic tropical country of Belize
- Flexible working schedule
- Additional Commission opportunities

