



## EVENT COORDINATOR

### CATAPULT MISSION

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Catapult's mission is to increase the viability of start-ups in central Florida through a collaborative workspace, thoughtful education, and funding to drive local business forward.

### JOB SUMMARY

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The Event Coordinator will be responsible for all events at Catapult, both internal and external. Educational programming is an essential component of Catapult's offerings. This person will ensure the coordination of each program with excellence. Additionally, renting Catapult's facilities serves as a revenue source for Catapult's operations. This person is responsible for all aspects of these rental agreements and maintaining relationships resulting in repeat customers.

This person will use their detail-oriented nature and customer-service savvy to maintain the highest level of events in town. The Event Coordinator will report to the Assistant Director.

### JOB DETAILS

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Hire Date: Immediate  
Full-time and Part-time options available

### JOB ESSENTIALS

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#### 1. Rental Management

- Work with marketing team to identify opportunities to advertise rental spaces
- Serve as the main point of contact for all rental inquiries and coordination
- Maintain daily rental schedule
- Coordinate both internal and external client rental agreements
- Make all room reservations visible in Office RnD
- Maintain the cleanliness and order of all rental spaces
- Perform all necessary set-up and tear down for each rental in coordination with facilities manager
- Coordinate room security needs
- Communicate maintenance issues with facilities
- Serve as IT/AV tech as needed
- Assist in the coordination of all catering agreements with kitchen vendors
- Provide prospecting tours and tech check appointments
- Invoice and process payments for all rentals
- Provide exceptional customer-service to rental clients and maintain strong relationships with each
- Collect feedback survey from renters
- Provide monthly rental reports to Assistant Director - renters, number of rentals, number of hours used, revenue, survey results, etc.

#### 2. Catapult Programs + Events

- Plan and coordinate quarterly community building events for Catapult members
- Plan and coordinate educational and funding events including Launch (twice annually), fireside chats (twice annually), and workshops (as needed)

- Plan and coordinate the Lakeland Entrepreneur Awards - annual fundraising and awards event for 400 guests
- Coordinate with marketing team to identify opportunities to advertise programs + events
- Assign duties to Catapult team members to assist in the smooth operation of all programs + events

## REQUIRED QUALIFICATIONS

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- Bachelor's Degree in Marketing, Communications, Hospitality or related field
- Excellent verbal and written communication skills with exceptional attention to detail and grammar
- Excellent computer skills and proficient in Microsoft Office
- Experience working with a high-performance, collaborative, and constructive peer group
- Excellent customer-service skills
- Physically capable of lifting objects up to 25 pounds (tables, chairs, coolers etc.)

## CATAPULT TEAM VALUES

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- **We lead from a place of serving.**
  - We put others first, helping them develop and perform at high levels.
- **We value integrity, passion, and grit.**
  - We believe honesty is the best policy, get more excited than the average bear, and are powerfully motivated by our long-term goals.
- **We believe that people are at the heart of everything we do.**
  - We love people, build relationships, and make connections with the goal of changing one life at a time.
- **We get it done.**
  - When there is a hard issue to tackle in our community, our community comes to us. We roll up our sleeves and get after it.
- **We have fun!**
  - We're a bunch of goofballs that love what we do and have fun doing it.

## CATAPULT VALUE PROPOSITION

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### VALUE PROP #1: TRAIN, EQUIP, AND LAUNCH STARTUPS

Catapult provides resources and a space for entrepreneurs to test, fail, learn, scale, and launch their businesses.

1. A collaborative workspace
2. Education
3. Funding

### VALUE PROP #2: BUILD + GROW AN ENTREPRENEURIAL CULTURE

Catapult connects the community to entrepreneurs and their stories by celebrating success, promoting startups, and making entrepreneurship accessible.

1. Success stories
2. Member profiles & spotlights
3. E-newsletter
4. Videos, media, + content

