



## JOB DESCRIPTION

**POSITION:** Marketing & Communications Coordinator  
**REPORTS TO:** Carrie Lightner - Associate Director, Operations

### **SPECIFIC AREAS OF RESPONSIBILITY:**

- Update SVWC website using WordPress
- Track website and digital content analytics
- Manage MailChimp account
- Coordinate MailChimp email blasts and social media posts
- Assist with Scholars & Fellows programs
- Write and submit press releases/photos to media sources
- Work with Photography team on needs for marketing images
- Coordinate local press writer interviews during Conference
- Prepare materials for SVWC registration packets
- Handle PR for SVWC community programming and special events
- Coordinate and track marketing efforts for SVWC digital content
- Assist with attendee pass sales process and communication
- Oversee design and ordering of SVWC gift merchandise
- Assist with various administrative/customer services tasks
- Assist with post-conference MailChimp survey
- Submit post-conference Wrap Report

### **REQUIRED EDUCATION/EXPERIENCE/SKILLS:**

- College degree or equivalent education/business experience required
- Exceptional interpersonal, written & oral communication, and organizational skills required
- Knowledge of MailChimp, WordPress, Google Analytics, Microsoft Office Suite, Google Workspace required
- Experience with customer service and/or event planning preferred
- Marketing/PR experience and graphic design skills desirable

### **SCHEDULE AND COMPENSATION:**

- Salaried position of \$25,000-30,000/year (dependent on experience), paid monthly as a 1099 independent contractor (also included is a staff pass to Conference).
- Hours will fluctuate throughout the year—workload increases slightly in June/July, prior to Conference, and is full-time during the week of the event (July 12-19, 2022).
- Work at Ketchum office (or remotely), in addition to time at Conference site (SV Resort) in July.

*Interested and qualified applicants, please send resumes to [carrie@svwc.com](mailto:carrie@svwc.com).*



## JOB DESCRIPTION

**POSITION:** Event Operations Manager  
**REPORTS TO:** Carrie Lightner - Associate Director, Operations

### **SPECIFIC AREAS OF RESPONSIBILITY:**

- Coordinate site orders, delivery details, and budget #s with outside vendors (i.e. tents, rentals)
- Organize set-up and teardown of SVWC site before/after Conference
- Supervise site/operations assistants team during Conference
- Manage SVWC Big Tent on site during Conference
- Work with Ops assistants on plans for info desk, signage, registration, and volunteer program
- Communicate with Sun Valley Company to determine food and venue budget #s
- Manage Banquet Event Orders (BEOs) for Site/Ops with Sun Valley Co and other SVWC staff
- Oversee SVWC pass sales and ticketing process and Will Call organization
- Work with Ops team on breakout session sign-ups process
- Help organize Staff & Volunteer Orientation and any special events outside of Conference
- Submit post-conference Wrap Report

### **REQUIRED EDUCATION/EXPERIENCE/SKILLS:**

- College degree or equivalent education/business experience required
- Exceptional interpersonal, communication, management, and organizational skills required
- Knowledge of Microsoft Office Suite, Google Workspace required
- Experience with customer service and/or event planning preferred

### **SCHEDULE AND COMPENSATION:**

- Salaried position of \$35,000-40,000/year (dependent on experience), paid monthly as a 1099 independent contractor (also included is a staff pass to Conference).
- Hours will fluctuate throughout the year—workload increases slightly in June/July, prior to Conference, and is full-time during the event (July 12-19, 2022).
- Work at Ketchum office (or remotely), in addition to time at site (SV Resort) in July.

*Interested and qualified applicants, please send resumes to [carrie@svwc.com](mailto:carrie@svwc.com).*