

**Westshore Alliance  
Events and Marketing Coordinator**

**Position Summary:**

The Events and Marketing Coordinator is responsible for managing events, coordinating marketing programs, assisting on projects, and working with partners to support economic development in Tampa's Westshore District. This position will be responsible for the day-to-day administrative tasks associated with membership database management; event registrations and logistics; membership material preparation and other related duties.

This position reports to the Executive Director. The position will closely coordinate with the Director of Marketing and Communications and Director of Membership on events and marketing. The position will assist the Director of Operations on event logistics.

**Responsibilities:**

- Assist in coordination of member events including monthly membership luncheons, member orientation breakfasts, networking events and other special events.
- Assist in building annual and individual budget for signature and monthly events.
- Process event reservations, prepare name badges and greet/assist guests at events.
- Process new member applications.
- Generate and email member renewal notices and confirmations monthly.
- Maintain member database, online member directory, membership files, and member benefits.
- Proactively research Westshore community and member events and maintain online events calendars.
- Maintain inventory of member recruitment and District marketing materials. Prepares order requests as needed.
- Compile weekly upcoming event e-newsletters and email list for each e-newsletter.
- Provide regular event updates to the Executive Committee and Board of Directors meetings.
- Other duties as assigned.

**Education/Experience Requirements:**

- A Bachelor's degree in communications, event management, or marketing is preferred.
- One to three years of experience in a related field is required.
- Highly organized and detail oriented, with a strong work ethic.
- Experience with Microsoft Office and Customer Relationship Management software.
- Ability to express ideas clearly and persuasively, both orally and in writing, to a variety of audiences.
- Excellent time-management skills, including multitasking and prioritizing limited time and resources.
- Ability to make independent decisions and use discretion to accomplish duties.

**Working Conditions:**

- Full-time, in-office position. Standard office hours are Monday to Friday, 8 a.m. to 5 p.m. Hours may vary occasionally to accommodate special evening events and meetings.
- The Westshore Alliance accommodates working from home when needed due to personal or family health and safety concerns.
- Occasional local travel during the workday to attend Westshore Alliance hosted events or meetings.

**Application Process:**

- Applicants must complete the application form that has been provided with this posting. Applicants must provide names and contact information for professional references.
- Applicants must provide a cover letter and resume explaining why they are the most qualified candidate for the position.
- Applicants must consent to a criminal background check prior to signing their acceptance letter.
- Email all requested information to [careers@choosewestshore.com](mailto:careers@choosewestshore.com). Applications will be accepted until the position is filled.
- Applicants that do not submit all required materials will not be considered.
- No phone calls, please.



## EMPLOYMENT APPLICATION

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_