



BE PART OF THE TEAM!

Director of Events

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

The right candidate must be aligned with the Partnership's Core Values, which runs through every decision we make, every action we take:

Diversity & Inclusion – Our organization, like our community, is great when everyone has a voice that is heard and valued.

Integrity – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

Visionary – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

Passion for Community – We love our community!

The Greater Topeka Partnership's Director of Events will be an integral member of the Greater Topeka Partnership team!

Minimum salary of \$60,000 (negotiable based on experience), excellent benefits package and flexible work schedule.

Major duties include:

- Join the team that is moving Topeka forward and creating Momentum!
- Help deliver seamless, engaging events that leave a lasting impression!
- Work directly with staff, members, and partners to plan, execute, and enhance events from start to finish.
- Lead, problem-solve, and innovate while supporting customer satisfaction and team collaboration.

A strong candidate will possess:

- At least two (2) years of event planning experience is required.
- Strong computer and word processing skills, including Microsoft Word, Excel, and Outlook. Experience with Salesforce or CRM software desired.
- Strong customer service skills with a "how can I please the customer" attitude.
- Strong organizational and time-management skills.
- Ability to compute basic mathematical calculations.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.
- Commitment to the Topeka community expressed through active involvement.
- Passion for Topeka attractions and knowledge of community events.

If you think YOU might be one, send a short cover letter and resume to Jessica Ohse at Jessica.Ohse@TopekaPartnership.com.