



Licking/Knox Goodwill Industries, Inc.  
65 S. 5th Street • PO Box 828  
Newark, OH 43058-0828  
Phone 740-345-9861 • Fax 740-345-3191

JOB# 12949101

---

**POSITION:**

Event Coordinator

**SITE:**

Administrative Office • 65 S. Fifth St • Newark, OH and The Grove by the River • 840 Hollander St • Newark, OH

**DAYS/HOURS:**

20-29 hours per week • Sunday-Saturday • 7:00am-12:00am • Primary hours will be evenings and weekends  
Must be flexible to meet business needs

**DUTIES:**

This position is responsible for assisting the Vice President of Communications with the oversight of all banquet service operations at The Grove by the River. Duties include but are not limited to the set up and breakdown of events. Maintain the cleanliness of the hall, restroom, kitchen and storage areas. Write rental contracts for banquet events, place food and beverage orders, and provide customer service during events. Assist with the acquisition and development of new business. Assist with the development of operating budget. Monitor budget and take corrective actions to ensure compliance with established budget. Assist with the hiring. Train assigned staff members. Conduct staff meetings as needed. Recommend corrective actions as appropriate for assigned staff members. Perform facility inspections as directed.

**REQUIREMENTS:**

High School Diploma or GED.  
Banquet and bar tending experience. Must be 21 years old to serve alcohol.  
Must have a valid Ohio driver's license and be able to meet established driving standards.  
Employer conducts pre-employment background check and drug test.

**SKILLS/ABILITIES REQUIRED:**

Ability to effectively communicate in writing & verbally, both in person & on the telephone.  
Must have the proven ability to supervise 2-10 employees.  
Ability to make independent decisions and recommendations.  
Must have good organizational and time management skills.  
Must be proficient in Microsoft Word, Excel, Outlook, Publisher, etc.  
Must be able to operate cash register/cash box.  
Must be able to bend, twist, stoop, squat & reach. Must be able to lift up to 35 lbs.

**POSTING DATE:** 03/30/15

**APPLICATIONS ACCEPTED THROUGH:** 04/06/15

**HOW TO APPLY:**

**APPLY ONLINE!** Complete Recruit Wizard for this position on our website at [www.goodwillnewark.com](http://www.goodwillnewark.com)  
Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

**NO PHONE CALLS, PLEASE.**

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

Licking/Knox Goodwill Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

**EOE/AA/M/F/Vet/Disability**