

**William Cole Companies**  
**Events Coordinator – Job Description & Responsibilities**

William Cole is currently seeking an Event Coordinator for its newest development, Lake Walk Town Center. Lake Walk Town Center is Bryan-College Station's premier destination including a thoughtful collection of regional dining, hospitality, retail and wellness offerings. Lake Walk Town Center is a critical lifestyle component to the overall ATLAS and Traditions developments. In order for Lake Walk to be successful, we must create continuous events that will encourage a regional draw and a go-to atmosphere for our local community.

The Events Coordinator will plan, direct and coordinate all events of Lake Walk Town Center in accordance with the bylaws set forth by the Biocorridor Property Owner's Association. Lake Walk's mission is to create a place that celebrates music, art, nature and design, all while fashioning a place where experiences are guided by our senses.

**Event Development and Administration Functions Include:**

- Work with the Marketing Coordinator to strategize, develop and execute a long-term events calendar focused on customer experience
- Conduct research to identify new event opportunities
- Supervise, direct and coordinate event personnel, contractors, and vendors
- Collect feedback and build relationships with Lake Walk retail and office tenants

**Operations and Office Management Functions Include:**

- Assist with solicitation of in-kind donations, pertaining to community events
- Provide post-event analysis, budget recaps and participate feedback to Executive Team
- Coordinate on-site event environment including directional signage and displays
- Maintain policies and guidelines for rental of BPOA events and properties
- Keep all Lake Walk Town Center, ATLAS and Traditions partners up-to-date with all events conducted on BPOA property
- Maintain BPOA supply inventory including (tents, signage, etc.)
- Work with the Accounting Team on events budget

**Other Tasks Include:**

- Support public relations and marketing functions of Lake Walk Town Center

**Requirements:**

The position of Events Coordinator is not an 8-5, Monday- Friday desk job, therefore qualified candidates must be able to work hours that are flexible and will include nights, weekends and holidays.

**Experience:**

A degree in Hospitality, Tourism, Recreation or Event Planning is preferred. 2-3 years of event planning experience required.

\*Compensation based on experience. This is a part-time position with expectations of 20-25 hours per week, with the ability to work up to 30 hours and an opportunity to become full time after a probationary period.