# Extravagant Events

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Amherst, NY 14261  
(716)555-8080  
extragantevents@yahoo.com

## Job Opening Details

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Event Coordinator</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Location:</strong></td>
<td>Amherst, New York</td>
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<tr>
<td><strong>Date Posted:</strong></td>
<td>February 18, 2012</td>
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</tbody>
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**Job Description/Responsibilities:**

- As an event coordinator at Extravagant Events, you will be responsible for successfully planning and hosting various types of events.
- This might include birthday parties, reunions, benefits, or fundraising events.
- Responsible for all details of an event from invitations to cleaning up
- Keep a schedule of event dates and times and attend them

**Skills/Qualifications Necessary:**

- Must have completed a college education
- Prior experience is required
- Well-organized and prepared
- Must be able to work well in a team
- Basic math skills are necessary

**Salary:**

The salary for this job begins at $20,000 a year but is subject to change depending on experience and how qualified an applicant is.