Key Responsibilities

- Work with VP of Events and Event Coordinators to get necessary information on new NV and HOA events: date & time, number of available slots, venue, PDF flyer
- Utilize the EventGen software to manage NV and HOA Events
    - Create new events as requested: Calendar entry, sign up form
    - Work with Event Coordinators to facilitate marking events as open, sold out or canceled as appropriate.
    - Maintain consistency and follow naming conventions between NV, HOA and Golf builds
    - Maintain consistent archiving or deletion of past event calendars, forms and supporting build dictionaries within a timing protocol set by the Tellico Life Core Team

Skills Required

- Comfortable using Windows PC and desktop applications
- Detail oriented, ability to follow defined processes
- Good communications skills

Time Commitment

- Attend Monthly TellicoLife Admin meeting: 1 day per month, 1 hour
- Attend Regular Event Coordinator meetings: 1 day per month, 2 hours
- Attend scheduled and impromptu refresher or education sessions as needed: estimate 2 hours a quarter
- Add and manage events as requested: Depends on event volume:

Activity	Frequency	Time
Attend Regular Event Coordinator Committee meeting	1 day per month	2 hours
Attend monthly TellicoLife Admin meeting	1 day per month	1 hour
Attend scheduled and impromptu education sessions	Quarterly and as needed	2 hours
Manage events	On request	Depends on # of events
• Create calendar entry & forms	On request	½ - 1 hour each event
• Monitor signups	Daily	5 minutes
• Post 'sold out' if full	As needed	5 min per event
• Post 'closed' if past closing date	As needed	5 minutes per event

Notes:
(a) ECs should monitor signups. Admin would only change event status if notified.
(b) Waitlists, previously done by some event admins, will be the responsibility of the EC's.
(c) Post Event surveys will be managed by the VP Events Planning (as needed).