



Vendor Coordinator

Description: Vendor management involves handling health and safety regulations, placement and scheduling of vendors, developing contracts, and putting together information packages for the vendors. The Vendor Coordinator is responsible for organizing the vendor process, communicating with vendors, and ensuring all vendors have the necessary information to have a successful vending experience.

Responsibilities:

- Know how to run and organize temporary venues
- Be able to effectively organize and communicate to a volunteer staff
- Understand the necessary health and safety regulations for all food services and other potential venues/vendors
- Manage vendor recruitment and outreach as needed, via phone and email.
- Coordinate all vendor logistical information and manage all vendor permits, licenses, contracts, insurance, fees, and special requests.
- Answer phones, questions, and manage all correspondence with Juneteenth vendors
- Collaborate with Production & Logistics on:
 - On-site logistics, vendor load-in/load-out, and vendor check out
 - Placement of vendors
- Ensures a safe, clean, and friendly environment
- Monitors vendors during festival times and reports any concerns to security
- Collaborate with the Media Relations Coordinator to integrate weekly social media that highlight all of our amazing vendors

Requirements:

- Experience in project management and event production
- Commit to You Matter 2 from September 2021 - June 30, 2022
- Attend bi-weekly (twice a month), 1.5 hour Juneteenth team meetings
- Strong organizational skills
- Good communication skills, including written, oral, and interpersonal;
- Ability to use computers, email, and similar tools;
- Ability to get along with different people; and
- A passion and a sense of humor are definite assets.
- Resident of a local South Suburban Community
- Dedicated to the mission of You Matter 2 and Juneteenth