



## Event Planner/Community Engagement

### **Overview:**

At Diamond C, our purpose is to fuel the growth and success of our team-members, customers, and community abroad. We're committed to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. As the Event Planner you will need to coordinate and arrange events necessary to promote Diamond C's purpose. In this role, you will report to the Marketing Manager, Nikki Hatfield. You will build effective relationships with our community and leaders across the business and have a strong focus on our foundational "Do Work, Love Strong" culture.

This position is located in Mount Pleasant, TX.

### **Responsibilities:**

- Builds and maintains relationships with businesses, individuals and charitable organizations of the community.
- Plans, develops, implements, and organizes events and volunteers to advance the purpose and goals of the company.
- Attends trade shows and community events and staffs the company booth accordingly.
- Ensures required staff and materials are available and prepared for events or activities.
- Distributes materials related to sales, and marketing.
- Develops and maintains relationships with vendors used in events and outings.

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills that may include public speaking and presentations.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Superior interpersonal skills and ability to work extremely well as part of a broad team.

### **Experience:**

- Experience in event planning & coordinating small to large events.

Apply online at [www.diamondc.com/careers](http://www.diamondc.com/careers)

*We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.*