The Underline

EVENTS COORDINATOR

Job Summary

The Underline is a bold idea to reclaim 10 miles of land beneath the Miami Metrorail and transform it into a beautiful, active green space that becomes a magnet for residents and visitors alike. Friends of The Underline (FUL) is a nonprofit organization driving the realization of an innovative multimodal trail and open space that connects Miamians.

Position Summary

We are seeking an Events Coordinator who is extremely organized, systems-based and committed to community engagement. This role supports delivery of exceptional community programs through administrative excellence and hands-on event support.

The ideal candidate will bring a strong background in administrative excellence & planning. As a key member of The Underline's events/programming team, you will work with operations, marketing, and partner organizations to foster collaborative execution of events.

Essential Function:

- Provide administrative support such as reconciling event budgets, tracking expenses, processing invoices, and maintaining organized digital files.
- Enter events into calendars and Eventbrite
- Take clear and concise meeting notes, document action items, and follow up with relevant team members.
- Schedule instructors and event staff to ensure smooth operations.
- Support project management for events including checklists, floor plans, itineraries, run of shows and execution.
- Respond to client inquiries about programs and rentals with accuracy and timely follow up.
- Provide hands-on support for event set up, execution, and breakdown.
- Track attendance, gather feedback, and assist in preparing post event evaluations.
- Perform all other duties as assigned.

Skills and Qualifications

- Two or more years of experience in hospitality, business development, nonprofit, production or event planning industries.
- Strong organizational and administrative skills with the ability to manage multiple tasks and systems.
- Excellent communication and client service abilities.
- Ability to work collaboratively and maintain professionalism in a fast-paced environment.
- Proficiency in Google Workspace and Microsoft Office. Spanish is a plus.

Benefits

- Medical
- Dental
- Vision
- Retirement with an employer match
- Paid Time Off
- Paid Holidays

Compensation

- Hourly Non-Exempt