



Events Coordinator

Miron Construction Co., Inc. | Neenah Office

DEPARTMENT:	Marketing
JOB CLASSIFICATION:	Full-Time
FLSA CLASSIFICATION:	Non-Exempt
REPORTS TO:	Senior Vice President, Marketing & Culture
POSITIONS SUPERVISED:	None
TRAVEL REQUIRED:	25%
WORK SCHEDULE:	Day Shift

At Miron, we:

- Create relationships built on honesty, integrity, and respect.
- Accept challenges, take the initiative, welcome hard work, and empower one another.
- Communicate with transparency at every opportunity, asking questions to gain clarity and understanding.
- Speak up, listen up, and recognize it to strengthen our team and hold one another accountable.
- Pursue excellence in our craft and utilize the best tools and processes to deliver safe, quality, and productive construction.
- Make sound decisions by focusing on the details, thinking it through, and asking for help when needed.
- Fulfill the commitments we make to our clients, our partners, and each other.
- Recognize achievements and celebrate successes together.
- Represent the best of Miron and the best of ourselves wherever we go.
- Serve the communities in which we live and work, giving back whenever and wherever we can



POSITION SUMMARY

Serves as a steward of, and advocate for, Miron Construction (both internally and externally). Plans and executes a multitude of events.

ESSENTIAL FUNCTIONS

- Assists in the planning, coordination, and execution of employee events (e.g., corporate events, celebrations, summits, training), internal guest events (e.g., meeting/event hosting), external client events (e.g., groundbreaking, dedications, project milestone ceremonies), Miron-sponsored events (e.g., Build Like a Girl and Bricklayer 500), and community support/fundraising events (e.g., United Way, Fox Cities Marathon), as well as assists in tradeshow, career fair, and golf outing coordination.
- Manages relationships with and coordinates the work of outside consultants/partners (caterers, photographers/videographers, equipment rentals, etc.) and internal ancillary team members (sign shop, laborer event support, etc.).
- Supports marketing initiatives and serves as a company representative at corporate, employee, and community events.
- Builds and maintains relationships with members of the community and key individuals at other organizations.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

- Bachelor's degree in Marketing, Communications or Business preferred; will consider five or more years of relevant experience in lieu of degree.
- Minimum three years of experience in event planning and community relations work.
- Excellent communication, strong presentation, and outstanding interpersonal skills; able to easily interact with members of Miron's leadership team, client organizations, and the community.
- Well-organized, positive, energetic, creative, and dedicated pre-planner and problem-solver.
- Able to multitask, work efficiently both independently and collaboratively in a fast-paced and ever-evolving environment, and learn and adapt quickly while maintaining strong attention to detail and customer service.
- Demonstrated proficiency with Microsoft Office 365.
- Familiarity with Adobe Creative Suite, workflow management tools, and CRM databases a plus.

WORK ENVIRONMENT

Primarily an office environment, with periodic visits to tradeshows, career fairs, client/community events, and construction project sites.



Miron Construction Co., Inc. is proud to be an Equal Opportunity / Affirmative Action Employer. We welcome and encourage ALL qualified applicants to apply for our open career opportunities.

ADA PHYSICAL DEMANDS DOCUMENTATION CHECK-OFF LIST

Documenting physical demands in a job description ensures ADA compliance. This form should be maintained in your department file.

PHYSICAL DEMANDS

Be sure to specify significant physical demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility, and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much on-the-job time is spent on the physical activities such as standing; walking; sitting; using hands to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching, or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.

Amount of Time

	None	Under 1/3	To 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted, or force be exerted? If so, how much and how often? Check the appropriate boxes.

Amount of Time

	None	Under 1/3	To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify below the essential job duties that require the physical demands indicated above. Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position (i.e., Office environment that requires extensive computer work and use of the phone).

Office environment that requires extensive computer work and use of the phone.

