



Posted: May 28th, 2026 Deadline: Until Filled

Job Description

Position: Assistant Event Sales Coordinator
Department: Food and Beverage
Supervisor: Event Sales Coordinator and Food and Beverage Director
Location: Casino Resort
Employment: Full-time
Pay Rate: \$22.00-\$25.00 per hour D.O.E.
License Status: Key-Employee

Description:

At NWCR, we believe in perfectly planned and delightfully detailed events. The Assistant Event Sales Coordinator must have the knowledge and experience to assist the Event Sales Coordinator in working with clients to plan their event from conception through completion. This includes a multitude of events including but not limited to weddings, showers, retirement parties, company parties, and banquets. Must be passionate, creative, detail-oriented, and dedicated to providing a memorable experience for attendees. This role demands the willingness to take direction in assuring all aspects of any event, meeting, or conference planning. Must have excellent leadership skills and the ability to delegate responsibilities, work as a team, and meet expectations.

Duties and Responsibilities

- Manage all aspects of the event planning, meet strict deadlines, and stay within budget
- Assist in obtaining quotes for a variety of vendors and suppliers to make the most of your event budget.
- Comply with legal, health, insurance and safety regulations.
- Assist the coordination with a variety of departments such as Management, Marketing, Hotel, Golf Course, Purchasing, Maintenance and Human Resources to plan, order supplies and staff all upcoming events.
- Assist with maintaining accurate records of invoice submissions and reconciliations.
- Assist in reviewing and submitting all invoices for necessary reimbursement and ensure proper documentation is maintained.
- Conduct quarterly event center asset inventory control with Event Center Lead, and Food and Beverage Administrative Controller.
- Work with Marketing to capture high-quality, well-composed photographs of food offerings and potential event locations, to create a visual for future advertising opportunities.
- Work collaboratively with the Executive Chef and Food and Beverage Director to promote, sell plan and execute event/banquet menus.
- Assist with organizing and preparing the Event Center for any upcoming events. Help oversee setup, breakdown, scheduling, and staff coordination for all property events.
- Assist with being a friendly face and point of contact for event attendees and staff, when assigned to specific events.
- Assist in building relationships with community members and local organizations to generate new clientele.
- Assist with the planning and facilitate logistics for all events, including contract negotiations, guest lists, event center preparation, presentation materials, security, catering, entertainment, transportation, equipment, décor and marketing materials.
- Assist with collaborating with the Marketing department when we need to develop a concept and free play.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- Employees must become ServSafe and TIPS Certified within 90 days of employment.
- All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.

- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Marketing Department Policy and Procedure Manual.

Minimal Qualifications:

- High School diploma or G.E.D.
- 1+ year of marketing experience, event planning experience, or a combination of both.
- Must have a pleasant and professional demeanor.
- Must have an outgoing, friendly, helpful personality and positive attitude.
- Must possess excellent verbal and written communication skills.
- Must possess excellent listening skills.
- Ability to give and receive clear and concise directives and pay close attention to instructions.
- Must be able to work effectively both independently and with a group.
- Must possess excellent time management skills.
- Basic math, reading and comprehension skills.
- Basic computer knowledge such as Word, Excel, Power Point and Outlook.
- Must be assertive, while maintaining excellent customer service.
- Must be able to work weekends, holidays, and nights; shifts will be scheduled during peak hours of business. You will be expected to be in attendance of events.
- Must be able to pass all pre-employment obligations including drug screening and background check.

PREFERRED QUALIFICATIONS

- 1+ year of experience or education in business management/supervisory or a combination of skills/education.
- 1+ year experience in a casino setting.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Standing, walking and/or sitting for long periods of time.
- Ability to adhere to high standards of personal hygiene and grooming habits.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the

right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position if required.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by LVD Gaming Commission:

Date Approved by the Public Enterprise Finance Commission (PEFC): 09/30/2025

Northern Waters Casino Resort

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Sign _____ Date _____