



Event Coordinator

The local executor.

This role brings events to life on the ground.

Responsibilities

- Plan city-based events
- Manage vendors, venues, and day-of logistics
- Coordinate with Events Lead for standards and timelines
- Support marketing needs for event promotion
- Ensure welcoming, professional experiences for attendees

Open Cities

DFW

Austin

Houston

Questions?

founder@theexecutivesinc.com