TUGBOAT
INSTITUTE

Events Coordinator

Location: Ketchum, Idaho | Full-time | Reports to: Director of Events

About Tugboat Institute

Tugboat Institute supports and celebrates leaders of Evergreen® companies—private, purpose-driven businesses built for long-term success. Our growing membership of 300+ CEOs and Presidents connects through intimate events, virtual forums, and exclusive content to share insights and inspiration on business, family, and life. In addition to membership, we will be offering content, online courses, and new experiences to support an Evergreen company movement globally.

Position Overview

We are seeking a highly organized, detail-driven, and hands-on professional to join our Events team as an Events Coordinator in Ketchum, Idaho. As the operational backbone of the Events team, this role is central to the execution of Tugboat Institute's member events, including our annual Summit, Gathering of Teams, and Exemplar visit, which bring CEOs and their leadership teams together throughout the year.

The Events Coordinator will be responsible for the accuracy and readiness of the information and materials behind every event: attendee and member logistics data, event inventory, shipping, print materials, and hands-on support. Responsibilities will evolve as the team, and its events continue to grow.

The ideal person will find genuine satisfaction in sustained, high-accuracy work, understanding that their consistent pace and follow-through directly affect the team's ability to deliver. They will find the purpose of Tugboat Institute naturally aligned with their own and will bring warmth and care to every interaction with our members, partners, and colleagues.

Key Areas of Responsibility

Attendee Data & Member Logistics - Maintain accurate, current attendee and registration data in our CRM (Zoho), along with attendee lists and rooming lists, and ensure information is consistent across all of them. Track hotel, travel, and transportation details for event participants, and follow up directly with members and their executive assistants, warmly and promptly, to close any gaps well before the event.

Event Materials, Shipping & Print - Maintain an accurate, current inventory of event assets, and manage the shipment of materials to and from each venue so everything arrives complete and on time and is restocked on return. Verify every badge and printed piece against the final attendee list and source data before it goes to print, and coordinate with print and shipping vendors on details and deadlines.

On-Site Event Support - Provide hands-on support at Summit, Gathering of Teams, and Exemplar, including setup, attendee check-in, load-in and load-out, room resets, and errands. Anticipate what comes next, resolve routine issues as they arise, and keep the team informed.

Process Improvement - Identify opportunities to make the team's work more efficient, consistent, and repeatable, and build the checklists and processes that become the team's standard operating procedures.

Additional Responsibilities - Contribute to a range of projects and operational needs across the Events team and the broader organization, approaching every task, regardless of size, with the same level of care and accuracy.

Qualifications

This person will have one to two years of professional experience in hospitality, events, retail, operations, office administration, or a similar hands-on role. They will be proficient in Microsoft Office, including Excel (sorting, filtering, and basic formulas), and able to learn new systems and tools quickly and independently. Experience with a CRM platform (preferably Zoho) is helpful.

This person must possess impeccable attention to detail and genuine comfort with sustained, high-accuracy work. They must be excellent verbal and written communicators, comfortable corresponding directly with member CEOs and their executive assistants and engaging with vendors and partners with warmth and professionalism. Above all, they must be self-directed, self-motivated learners who take ownership of problems and thrive in a fast-paced environment built on high-quality, fast-turnaround output.

Other Important Characteristics

- Passionate about our Purpose
- Trustworthy, honest, hardworking, and authentic
- Genuinely curious about business, entrepreneurship, and the Evergreen philosophy
- Takes pride in work of every size, from packing a shipment to welcoming a CEO
- Thinks ahead and notices what others will need
- Owns mistakes and raises concerns early and openly
- A generous teammate with a hospitable spirit, internally and externally
- Seeks out feedback and puts it to use
- Comfortable with shifting priorities and quick to learn new tools

To Apply: Please email your cover letter and resume to careers@tugboatinstitute.com