

# CLASSIFICATION SPECIFICATION

## Events Coordinator

FT/PT Class Code: 5132, 5632      Pay Grade: B/C 12      FLSA: Non-Exempt      Rev. 10/31/16

**SUMMARY STATEMENT:** An incumbent is responsible for coordinating assigned campus fundraising, Collegewide and community events. An incumbent coordinates all planning, budgeting, logistics coordination and promotion of events.

### NATURE AND SCOPE:

An incumbent reports to the Director of Communication and Planning and is responsible for managing all aspects of assigned major fundraising and community events at the campus. Typical contacts are: campus, College and external planning committees; Administrative Services staff, community volunteers, etc.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Coordinates planning, budgeting, logistics, and promotion for all assigned Collegewide and campus events to include fundraising and community activities.
2. Coordinates the development of event themes, planning committees, agendas, and schedules.
3. Collaborates with marketing staff to develop event promotional materials, logos and designs for invitations, flyers, press releases, tickets, programs and guest information and other printed materials.
4. Recruits and trains volunteers to assist with event logistics and ensures adequate coverage and quality customer service.
5. Negotiates with vendors. Places supply orders and coordinates delivery, payment, and set-up for event decorations, entertainment, catering services, special needs, etc.
6. Prepares and maintains event budgets and tracks expenses. Prepares proceeds reports.
7. Assists in maintaining and/or updating the donor database as needed.
8. Performs other related duties as required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of spreadsheet, word processing and database software.
- ◇ Knowledge of event planning and marketing concepts.
- ◇ Knowledge of College policies and procedures.
- ◇ Excellent organizational, interpersonal, and communication skills.

### **KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:**

- ◇ Skills in providing customer service.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to organize and follow-up on activities.
- ◇ Ability to research, compile, and analyze data.
- ◇ Ability to handle multiple priorities and to organize and follow-up on activities.

### **MINIMUM QUALIFICATIONS:**

- ◇ Associate degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.