Sample Job Description –Special Events Coordinator

Position Summary

Responsible for the coordination and implementation of multiple special events throughout the year. Works with staff and volunteers to organize logistics for events. The ideal candidate will be a highly organized, effective project manager who will oversee event logistics, budget tracking, and follow-up activities. This position is part-time with flexible scheduling, approximately 20 hours per week.

Principle Accountabilities

- Works with staff, volunteers, and event committees to plan, coordinate, and implement special events activities in accordance with policies and budget
- Coordinates all day-of-event logistics including set up and tear down, volunteer management, maintaining contacts with the host site, vendors and deliveries
- Directs activities of and serves as primary staff liaison to the volunteer committees for events. Provide staff support to event chairs which may include keeping records, preparing meeting notices and minutes, handling correspondence, and meeting with event partners
- Works with all corporate sponsors to ensure that all of their corporate benefits have been met
- Creates a seamless, balanced, and enjoyable experience for event attendees through effective leadership of assigned events
- Tracks event revenue and expenses by each specific event
- Maintains confidentiality of information
- Works with the finance department to reconcile donation records with finance reports
- Provides event reports as requested or required
- Operates within established guidelines of the approved budget
- Performs other duties as required

Preparation and Knowledge

- Bachelor's Degree and two years of event management/project management experience or an equivalent combination of education and experience.
- Excellent verbal and written communication skills
- Self-starter with extraordinary organizational skills and ability to prioritize.
- Excellent attention to detail and accuracy
- Ability to manage a busy event calendar
- Ability to work as part of a staff and volunteer team
- Excellent computer skills, including the Microsoft Office Suite, as well as the ability to compose, edit, and proof correspondence and documents required
- Must possess a current and valid driver's license
- Ability to work outside of the normal work schedule as needed
- Willingness and ability to travel throughout the territory as necessary for events and meetings