Events Coordinator

• Washington, UT, USA
• 36755.00-49007.00
• Full Time

Full Benefit Package

Department: Leisure Services
Division: Programs
Pay: $36,755 - $49,007 Depending on Experience

GENERAL-PURPOSE
Performs a variety of general administrative and supervisory duties as needed to coordinate the establishment, organization, scheduling, and operation of Special Events, sponsors, volunteers, and event permitting.

SUPERVISION RECEIVED
Works under the direct supervision of the Programs Manager and general supervision of the Asst. Leisure Services Director.

SUPERVISION EXERCISED
Supervise part-time and seasonal employees and volunteers working on events. Coordinate and instruct other city departments.

ESSENTIAL FUNCTIONS
Community Center and City Events:

1. Coordinates all Washington City Community Center events, Washington City events, and Washington City Races.
2. Assures quality and safe events.
3. Seeks to add additional events as appropriate.
4. Organizes venue logistics, event applications, permits, liability certificates, etc.
5. Coordinate the technical needs of events including administering contracts, purchasing materials, obtaining permits, and soliciting vendors and sponsors.
6. Maintains professional relationships with sponsors, volunteers, and vendors.
7. Sits on the committee for all city events.
8. Coordinates resource needs and budget recommendations for city events.
9. Responds to and solves participants’ inquiries, issues, and complaints
10. Build and maintain positive relationships within the community to facilitate more community participation and highly successful events.
1. Find and secure sponsors
2. Coordinate community service projects with the public and keep monthly reports.
3. Work closely with other agencies and citizen groups to coordinate external events.
4. Assist customers in scheduling events in the city that require special event permits and certificates of insurance.
5. Assist other department staff as needed.
6. Other duties as assigned

SKILLS

1. Excellent planning, organizing, and product management skills. Proven ability to handle multiple tasks, solve problems and meet deadlines under stress.
2. Must be able to work evenings, weekends, and some holidays when needed; the schedule may vary on a weekly basis
3. Outstanding verbal and written communication skills and the ability to relate well with the general public, business and government professionals, supervisors, co-workers, and subordinates.
4. Ability to develop and monitor measurable program performance goals, statistically analyze data, and report results.
5. Ability to remain calm and professional in difficult situations
6. Ability to be flexible and adaptable to changing priorities
7. Positive attitude and ability to work with a variety of different people at various levels
8. Possession of a valid driver's license or driving privilege card.

Minimum Qualifications:

1. Education and Experience:
   A. High School Graduate required, Bachelor's degree in Recreation Management, Marketing, or similar preferred.
   B. Three (3) years of progressively responsible experience performing above or related duties (special events, public relations, sales, facility management or other related fields);
   OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Considerable knowledge of the methods, techniques, and philosophies of developing and operating a broad spectrum of events/rentals; liability issues and injury prevention; organizational skills; budgeting processes and general accounting; working knowledge of personal computers and various software applications including spreadsheets, word processing, etc. Some knowledge of developing and operating large-scale events/rentals; of recreation leagues/programs/classes; of creating final invoices for event billing; of leading tours and showing facility conference space and various amenities; establish and maintain effective working relationships with employees, volunteers, and the public; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

3. Special Qualifications:
Must possess a valid drivers license. Must be certified in CPR, First Aid, and Defensive Driving Training within six months of hire date.

Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls and typical settings associated with outdoor events. Tasks require a variety of physical activities, not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, lifting and carrying up to 50 pounds, etc. Communicating, i.e. talking, hearing, and seeing, is essential to job effectiveness. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance as well as working several evenings/weekends as needed.

Benefits:

Washington City provides full-time employees with an excellent benefit package including a healthcare plan (no out of pocket expense for employee/dependent coverage), dental plan (no out of pocket expense for employee, out of pocket expense for dependents only), and a vision plan (no out of pocket expense for employee/dependent coverage). In addition, the City provides a $50,000 life insurance policy, AD&D, LTD, and an impressive retirement plan. Washington City also contributes 4.5% into 401(K) plans for all eligible employees that are in the public employee fun. All benefits are effective on the 1st day of work. The city also provides 12 paid holidays, 12 paid sick days per year plus vacation accruals.

*It is the policy of Washington City to comply with Equal Employment Opportunity standards in all phases of personnel administration: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, discharge, etc., without unlawful regard to race, color, religion, sex, age, physical or mental disability, national origin or veteran status.*