

# JOB DESCRIPTION



**Position Title:** Events Management Coordinator

**Division:** Community Engagement

**Employment Category:** Non-Exempt

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-Exempt

**Remote Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE08

**Position Summary:** The Events Management Coordinator is responsible for coordinating district-wide room scheduling and event planning for internal and external clients, ensuring high-quality, successful events, and for the coordination of services in support of events, including facility services, technology services, marketing and catering requests.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Assists internal and external clients with the room reservation process and planning of events, ensuring proper work orders and details are coordinated to deliver successful events; assists with onsite management of events and technology

Coordinates and maintains tracking of college events, primarily at Sierra Vista locations; ensures integrity of data entry and information, compiles event progress and facility usage reports; provides support and coverage for other locations throughout the district as needed

Performs exceptional customer service for students, employees, and the public by responding to calls concerning event planning, room scheduling, catering, and support services

Serves as a point of contact for internal departments and external organizations for facility use reservations and manages facility usage fees and contracting requirements; establishes event timelines and coordinates with support services to ensure efficient and professional event management

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years related professional, full-time experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

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## **Knowledge, Skills and Abilities:**

High level of personal integrity, professional and work ethic  
Knowledge of and ability to follow college policies and procedures  
Knowledge of current technologies and word processing, database, and spreadsheet software, specifically Microsoft Office applications  
Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment  
Knowledge of general office management practices  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to work accurately, efficiently, and effectively with all types of data  
Ability to work under pressure with frequent interruption

**Work Environment:** Work is primarily performed under general supervision in an office setting appropriate climate controls and outdoors in a variety of climatic conditions. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Light Work:** Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking or standing

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Executive Dean of Community Engagement

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.