

Job Description

Position Title: Coordinator, Events

Job Group: Administrative Support

Job Level Group: Professional Entry

FLSA Status: Exempt

Position Summary:

The Coordinator, Events performs professional level duties in directing the overall planning and strategy for live events. Defines the goals, success metrics and messaging for events in support of College programs, services, and activities.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the creation of high impact events that garner press coverage and build positive brand awareness. Fosters community relations and acquires new supporters who positively affect the College. Drives the production of events that support the College mission and advance College goals.
2. Develops and maintains internal and external contracts; works closely with Tucson Convention Center and other vendors critical to the success of college events.
3. Oversees execution of complex programs and projects, including signature College events. Sets goals and develops budgets. Develops communications, assigns staff, engages vendors, and oversees events.
4. Consults with administrators and employees in the planning and execution of events. Provides post-event evaluation and follow up.
5. Represents the College at a variety of internal and external activities and functions.
6. Participates in development and administration of the department budget; monitors and approves expenditures.
7. Trains, assigns, and evaluates staff.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of principles and methods for promoting programs and services
4. Skill in budget/resource management
5. Skill in coordinating and monitoring the work of others

6. Skill in organization, coordination and management
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination, and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Management or Marketing or a closely related field of study required.
 - Up to One (1) year of related experience may be required
 - One (1) to Three (3) years of related experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License