

SPECIAL EVENTS COORDINATOR

PURPOSE: Coordinate special events and outreach activities.

FUNCTIONAL AREAS:

1. Direct the work of staff and volunteers.
 - * A. Coordinate the volunteer program so that orientation, training, support and recognition are provided to volunteers.
 - * B. Provide orientation and training to office volunteers.
 - * C. Plan and assign work to office volunteers.
 - * D. Schedule and supervise the work of volunteers at special events.

2. Provide secretarial and office support.
 - * A. Compile statistics and prepare required reports.
 - * B. Provide secretarial services to boards and commissions, including tasks such as coordinating monthly speakers, preparing meeting announcements, recording meeting minutes, and distributing mailings.
 - * C. Compile financial statements for reporting on special events.
 - * D. Compile program and special events information for distribution to customers.
 - * E. Assist with clerical and administrative tasks as assigned.

3. Provide public relations services for the programs.
 - * A. Coordinate fundraising efforts, including soliciting donations, sponsorships, and prizes for raffles and other events.
 - * B. Collaborate with other area service providers to maximize awareness and utilization of all programs.
 - * C. Promote programs and special events by preparing ads and articles for local and statewide media.
 - * D. Design posters, fliers, displays and other public relations releases.
 - * E. Prepare and distribute monthly newsletters, calendars, and other program materials.
 - * F. Coordinate program-wide special events and outreach activities.
 - * G. Negotiate rental fees and other charges for special events.
 - * H. Coordinate registration process for special events including distribution of registration materials, confirmation of registrations, assignment of tables, and depositing of fees.

4. Participate in other activities as necessary to ensure smooth program operation.
 - * A. Maintain awareness of developments in the field by reading applicable publications, newsletters, and other materials; and by attending applicable workshops, training sessions and other meetings.
 - * B. Attend meetings to report on program activities.
 - * C. Report infractions of program policies and procedures.
 - * D. Schedule the use, maintenance, and repairs of City vans.

- * E. Transport passengers and/or food and supplies in City van, as necessary.
- * F. Coordinate the pickup and delivery of center supplies.
- * G. Coordinate recreational activities, as necessary.
- * H. Participate in the preparation and serving of meals, as necessary.

JOB REQUIREMENTS

Education/Experience Requirements:

- ◆ Three (3) years of customer service and/or public relations experience in a human services setting, including at least one year at a supervisory level; or a combination of education and/or experience that is accepted as equivalent.

License Requirements:

- ◆ Possession of a Minnesota Class D Driver's license or privilege by the date of appointment and thereafter.

Knowledge Requirements:

- ◆ A. Knowledge of modern office methods and standard office equipment operation.
- ◆ B. Knowledge of alphabetizing, indexing and filing methods.
- ◆ C. Knowledge of basic bookkeeping used in financial and statistical record keeping.
- ◆ D. Knowledge of proper telephone etiquette.
- ◆ E. Knowledge of the basic principles and practices of public relations.
- ◆ F. Knowledge of the basic principles of volunteer management.
- ◆ G. Knowledge of various community groups and organizations that provide related services.
- ◆ H. Knowledge of applicable computer applications software including word processing, desktop publishing, and spreadsheets.

Ability Requirements:

- ◆ A. Ability to effectively plan one's own work and the work of others.
- ◆ B. Ability to work independently and to meet deadlines.
- ◆ C. Ability to work as a member of a team.
- ◆ D. Ability to supervise volunteers.
- ◆ E. Ability to follow oral and written instructions.
- ◆ F. Ability to communicate effectively, both orally and in writing.
- ◆ G. Ability to make name and number comparisons and mathematical calculations quickly and accurately.
- ◆ H. Ability to perform detail work accurately.
- ◆ I. Ability to develop and maintain effective working relationships with a wide variety of people.
- ◆ J. Ability to use accounting data to solve problems, make decisions, and

- ◆ formulate projections.
 - ◆ K. Ability to use a personal computer and associated applications software including word processing, desktop publishing, and spreadsheet.
 - ◆ L. Ability to transport oneself, supplies, and equipment to and from and around sites of projects and programs.
 - ◆ L. Ability to frequently bend and stoop; and to occasionally squat, crawl, crouch, kneel, balance, and reach above shoulder level.
 - ◆ M. Ability to lift and catty supplies such as food and beverage containers, bags of groceries, and racks of dishes weighing up to 50 pounds; and to occasionally lift and carry with others equipment and supplies weighing up to 75 pounds.
- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

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