

## Coordinator, Marketing Event

**FLSA Status:** Exempt

**Pay Grade:** 14

**Job Title ID:** 102020

**Job Series/Job Family:** President's Series / Public Information/Marketing/Publications Family

### Reports To

Director, Associate Communications

### Job Purpose

To coordinate and assist with planning, strategizing, and administering college-wide events and provide executive level administrative support.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Coordinates and implements multiple events and activities for the College such as large meetings, conferences, galas, groundbreakings, launch parties, unveilings, community forums, cultural events, fundraisers, press conferences, and other special College-wide events as needed.
2. Manages the entire event production process: logistics, schedule, budget, staffing, and volunteers.
3. Researches and acquires venue, rooms, parking, registration, maintenance, lighting, audio/visual, security, food and beverages, set-up, "take-aways", and other items as needed.
4. Assists with production of marketing materials including web contents, invitations, and email blasts.
5. Identifies and facilitates discussion and decisions about issues affecting events and ensures priorities are reflected in the planning and presentation of each event.
6. Prior to all events, receives or makes recommendations on program content and organization; oversees event program and development.
7. Oversees follow up such as "thank yous" and surveys.
8. Manages vendor/sponsor relationships.
9. Develops community-side event opportunities to promote ACC.
10. Provides administrative support of a responsible and complex nature and assists multiple departments. Performs with autonomy and initiative.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Event planning and project management.
- Office management processes and procedures.
- Records retention, preservation, and recording.
- Principles and methods of budget preparation and expenditure control.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Ability to work with efficiency and composure under stressful conditions and interact positively with the public, clients, and co-workers.
- Working effectively in groups and independently.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Self-direction and self-starting with a customer service orientation.
- Multi-tasking.
- Compiling and organizing complex materials, summarizing discussions, and reporting on actions to be taken.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency, at an advanced level using standard office software, including word processing, spreadsheets, databases, publications and/or presentation software.

### **Physical Requirements**

#### ***Required***

- Occasional lifting and carrying up to 50 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in decorating rooms, posting signs and event setup.
- Work is routinely performed in a standard office environment.

### **Work Experience**

#### ***Required***

- Two years of special event coordination and food and beverage service experience.

### **Education**

#### ***Required***

- Associate degree.

### **Other**

#### ***Required***

- Reliable transportation needed for local Austin area travel.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.