

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

SPECIAL EVENTS COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 18 - P

JOB FAMILY: MARKETING/PUBLIC RELATIONS JOB FUNCTION: COMMUNICATIONS

GENERAL STATEMENT OF JOB

The Special Events Coordinator works with individuals from across and outside the College to conceptualize and implement successful College-wide events and special projects. Under general supervision, this position coordinates a wide variety of activities to ensure success of assignments. Provides in-progress and final management reports. Operates creatively to find better, faster, and less expensive ways to meet project goals, develop strong working relationships, and improve departmental processes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Conceptualizes, plans, organizes, and manages a variety of annual and signature events in support of the College's awareness and engagement efforts, by outlining funding needs, goals, promotions, procedures, evaluations, and other details involved with successful execution.

Recommends and implements room utilization, site selection, menu selection, facility arrangements, reservations, parking arrangements, and availability and setup of tables, chairs, and equipment.

Reviews and assesses choices and alternatives for facilities, food, beverages, and other items for quality, functionality, and cost, and makes appropriate recommendations to internal and external stakeholders.

Interfaces with vendors to arrange provisions, as required, of food, beverages, decorations, musicians, serving staff, speakers, and/or professional photographers.

Prepares estimates for event costs and submits estimates for administrative approval; plans and implements events within approved dollar limits and/or the provisions of negotiated facilities usage agreements.

Coordinates with staff to produce copy for invitations and promotional materials; Builds an events audience by gathering and supplying pertinent information for creation of invitations, programs, certificates, posters, flyers, etc.

Manages the RSVP process as necessary; records events and attendees in appropriate software and prepares event-related reports.

Builds professional relationships with internal clients and external vendors. Proactively embraces the one college model by working collaboratively with Academic Affairs, Student Services, Institutional Advancement, Strategic Marketing and Communications, Student Recruitment, and other College departments as necessary.

Prepares concise in-progress and final management reports on programs, projects, and events, which may include student participation, costs, performance feedback, audience attendance, and facility usage.

May supervise daily facility operations. May attend events during office hours, evenings or weekends, as appropriate.

Provides excellent customer service to all employees to support a College-Wide student-centered culture.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited institution in events management, theater arts, arts education, or business public relations, marketing, communications or business, supplemented by five (5) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 6/2014; 9/2/22; 5/10/23; 2/22/24