

Coordinator, Events and Publications

Job Code 50019008

General Description

Responsible for planning and coordinating departmental special events and publications.

Examples of Duties

Plan and organize departmental special events.

Manage events logistics.

Maintain event files.

Contact vendors to arrange for event requirements.

Maintain database for guest lists and RSVP information.

Assist with invitations, event website content and save-the-date cards and printed programs.

Print guest lists, nametags and other event related materials.

Maintain event calendar.

Knowledge, Skills, and Abilities

Knowledge of: business English; marketing guidelines; computer systems; word and data processing programs.

Skill in: working as a member of a team; supervising the office to meet deadlines; making presentations; computer software to create spreadsheets, develop databases and do advanced level word processing.

Ability to: proofread, prepare memos, letters, proposals and invitations; perform intermediate math, manage multiple priorities, solve problems, work with many interruptions.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements