



PARKS / POOLS / PROGRAMS

Job Title:	Event Coordinator	Compensation:	\$18-\$22/Hour
Reports to:	Event Manager		Benefits Package Included*

Job Summary:

The Event Coordinator's primary responsibility is to support the planning, organizing, preparation and execution of all the Community events. This includes activities related to the community, aquatics, and event sponsors. *Benefits will be included if it is agreed to be a full-time position working 35 hours/week.

Duties and Responsibilities:

- Assist Event & Program Manager in identifying event needs - staffing, organizing, & scheduling
- Assist Event & Program Manager with preparation for all community events creating "to do" lists, itineraries and shopping for items needed
- Assist the Event & Program Manager with event planning and implementation
- Assist Event & Program Manager with facility rentals. This includes meeting the client and determining their needs for the space as well as being on site or on call for the rentals
- Organize and maintain event equipment
- Ability to coordinate and manage events on weekends and evenings
- Assist with Front Desk as needed
- Manage reservations for the Cube, Parks and Baseball Fields

Skill and Educational Requirements:

- Work experience or bachelor's degree
- Excellent Customer Service skills
- Proficiency with Microsoft Office including word and spreadsheet development
- Excellent phone, organizational and writing skills
- Strong work ethic
- Ability to manage multiple projects and meet deadlines
- Ability to adhere to office procedures, practices, expectations, and policies of the organization
- Ability to write and speak articulately
- Good planning, organization and follow through
- Innovative, creative, initiative-taking, flexible
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals
- Ability to effectively manage stress and have fun with the position
- Ability to lift 25lbs

Master Community Association (MCA)

The MCA is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a "sense of community" within Central Park through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.