



## Job Description

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<b>Job Title:</b>	Events Outreach Coordinator	<b>Grade:</b>	J
<b>Department:</b>	Arts and Communication	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Organizes, plans, coordinates, and executes various aspects of internal and external events on behalf of the Learning Unit (festivals, conferences, summits, community meetings and events, forums, retreats, etc.)

### **Characteristics Duties and Responsibilities:**

1. Directly coordinates college staff and vendors to organize, plan and execute events.
2. Develops and implements a detailed logistical plan for each event including a timeline for activities and a staffing plan for each event.
3. Organizes required catering services, room set-up and communication equipment set-up.
4. Works with Marketing Services in creation of internal and external promotional materials for events.
5. Negotiates contracts and manages vendor relationships.
6. Negotiates and coordinates air and hotel contracts for event guests.
7. Develops a budget for each event for approval by the event committee; manages expenses to ensure budget goals are met
8. Presents plans, budgets and reports for each event to the committee for discussion and approval; provides status updates to the committee as necessary.
9. Serves as a liaison to Marketing Services, Community Relations and the CPCC Foundation; assists in the development of event sponsors and donors
10. Serves as a liaison to Student Life and the academic divisions to coordinate student learning opportunities and components.
11. Oversees the detail of each event to include the physical and logistical arrangements, guest lists, program schedule, menu selection, staffing etc.
12. Performs other duties as assigned.



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**Reporting Relationships:**

<b>Direction Received:</b>	Reports to the Associate Dean, Arts & Communication
<b>Direction Given:</b>	Direct supervision of assigned staff

**Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Arts, Communication, Event planning or related field and one year of directly related experience

**Knowledge, Skills, Abilities, and Worker Characteristics:**

- Excellent written and oral communication skills
- Strong listening and questioning skills
- Strong interpersonal skills
- Ability to make presentation
- Excellent organizational and time management skills
- Ability to manage multiple task and/or projects.

**Working Conditions:**

Typical Office Environment