

**Job Description:**

The job of Student Event Coordinator is done for the purpose/s of planning, organizing and implementing student events. S/He will manage or assist in the presentation of workshops to prepare student event coaches, volunteers, and judges associated with the student events. The employee must be proficient in a wide variety of clerical and communication activities and work effectively on both individual and group assignments. S/He will ensure marketing of the student events and solicit support from the community as well as from coworkers. S/He will contact community businesses to solicit donations and contributions to student events. S/He will recruit judges, volunteers and presenters for each event as needed. S/He will provide assistance to clients throughout the county.

**Essential Functions:**

- ▶ Collaborates with Tulare County Office of Education (TCOE) personnel for the purpose of strategic planning, curricular specific knowledge, sharing resources, and communicating through public channels.
- ▶ Coordinates teams of people from both TCOE and volunteers for the purpose of preparing for and conducting student events.
- ▶ Creates marketing materials for the purpose of promoting student events in both the public and private sector.
- ▶ Develops a network of people and materials for the purpose of providing the necessary assets required for top quality student events.
- ▶ Facilitates meetings for the purpose of bringing stakeholders together to ensure the necessary expertise and support for each event.
- ▶ Maintains accurate records and accounts for the purpose of following budget requirement procedures and handling ordering information.
- ▶ Obtains/acquires event specific equipment and the expertise to operate the equipment for the purpose of making the event run smoothly.
- ▶ Presents workshops for the purpose of training educators and volunteers for student events.
- ▶ Responds to information requests from the supervisor for the purpose of maintaining an accurate flow of information on the status of planning and evaluating student events.
- ▶ Schedules student event activities for the purpose of ensuring that events are organized in a timely manner.
- ▶ Travels to various locations using own vehicle for the purpose of facilitating student events.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - word process, develop spreadsheets, create databases, presentations, and email distribution lists;
  - utilize scheduling software;
  - operate a computer, calculator, copier;
  - design registration forms and flyers as needed;
  - design various marketing items (i.e., shirts and posters);
- ▶ **Knowledge of:**
  - marketing strategies;
  - group facilitation;
  - event planning;
  - managing budgets;
- ▶ **Ability to:**
  - make presentations to small and large groups;
  - communicate effectively, orally, and in writing;
  - organize multiple activities;
  - work independently;
  - follow oral and written instructions;
  - work a flexible schedule;
  - maintain accurate records;
  - deal with the public and coworkers courteously, tactfully, cooperatively, and in a timely manner;
  - travel to various locations using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience within specialized field is required.

**Education Required:**

- ▶ High school diploma or GED required.
- ▶ Bachelors degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

August 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.