



Special Events Coordinator - Lake County Forest Preserves

Lake County Forest Preserves

Contact Name: Anamaria Stiller
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Closing Date:
Salary: \$21.32 – \$26.65 – \$31.97

Description:
Special Events Coordinator

Full-Time Position
Location: Greenbelt Cultural Center
Wage Range: \$21.32 – \$26.65 – \$31.97
Application deadline: Open until Filled

SUMMARY

The Special Events Coordinator is responsible for overseeing the marketing, selling and execution of the District's Special Use Permits, Facility Group Use as well as District Special Events, including Concerts in the Plaza and Gospelfest. Is responsible for providing information to the public, preparing rental agreements, providing onsite support during events, and handling payments/transmittals. Compiles, plans and executes marketing plans related to Special Use Permits, Facility Rentals and District Special Events. Maintains contract contacts, permits, vendor permits and Certificates of Insurance (COIs). Administers visitor/client evaluations and prepares monthly reports on results. Serves as onsite staff during facility rentals and other District programs. Provides set-up and teardown assistance. Monitors security of facility and events by periodically walking through the facility and events, enforcing policies. Executes emergency procedures, evaluates and facilitates appropriate procedures for rectifying trouble in fire or security systems. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting. Performs lifting tasks up to 50 pounds. Drives a motorized vehicle to travel to different locations.

EXPERIENCE

High school diploma or equivalent. One year experience in event coordination and six months experience in an event operations related position. General computer skills including using word processing and spreadsheet software and other general office equipment. Strong attention to detail and problem-solving skills. Ability to work independently and at times alone in a building. Must be able to manage multiple tasks simultaneously. Ability to perform basic math computations. Interpersonal skills necessary to maintain public image and the negotiation of unusual situations. Must possess valid driver's license.

HOW TO APPLY AND APPLICATION DEADLINES

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Interest in employment with the Forest Preserve can be expressed by submitting an application online at www.LCFPD.org. Positions are open until filled.

ABOUT LAKE COUNTY FOREST PRESERVES

The Lake County Forest Preserves offers an excellent work environment as well as a comprehensive benefits package, including medical, dental, and life insurance, IMRF pension plan, and paid vacation, personal, and sick leave.

As principal guardian of Lake County's open spaces and natural areas since 1958, we manage more than 31,000 acres of land and offer innovative educational, recreational and cultural opportunities for all people. Visitors of all ages can enjoy over 206 miles of trail for a variety of outdoor recreation uses, ponds and lakes for fishing, public golf courses, historical and cultural venues, public access to the Fox River and Lake Michigan, and award-winning nature and history education programs and events.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER