



## **Special Events Coordinator**

### Village of Orland Park

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**Closing Date:**

**Salary:** \$58,663 - \$79,193 DOQ

#### **Description:**

##### **Opportunity at a Glance**

The Village of Orland Park is currently seeking a highly organized and detail-oriented **Special Events Coordinator** to plan and oversee assigned special events and initiatives, provide support, solicit sponsorships, and participate in production and supervision of Village and Department special events and programs as directed by the Division Manager of Special Events and/or Assistant Director or Director of Recreation & Parks. Additionally, the position will lead the social media marketing efforts and the volunteer program for the department.

##### **Key Responsibilities**

This dynamic position involves assisting the Division Manager of Special Events with planning and executing Village and Recreation & Parks special events, while leading the department's social media efforts. The role requires preparing and presenting event plans, tracking and reporting event expenses and revenues during and after production, and maintaining accurate event files, including arrangements, costs, revenues, and staffing plans. The employee will coordinate local event solicitations, sponsorships, and prize donations by preparing mailings, making phone calls, and visiting businesses while maintaining a database of solicitations. Additional responsibilities include researching, purchasing, and delivering event supplies, as well as researching potential entertainment, initiating booking contracts, and maintaining booking files.

Marketing efforts include devising and leading marketing plans for assigned events, assisting with the marketing of Village and Department programs. Position will lead all aspects and efforts of the department's social media platforms including creating content, scheduling and implementing social media marketing strategies for the Recreation & Parks Department's social media platforms including Facebook, X, Instagram, and YouTube. Including. The employee will stay updated on social media trends, introduce new marketing mediums, and promote events through online advertising campaigns, including pay-per-click. They will track and report social media analytics monthly, recommend campaign expense outlays, track return on investment and monitor keyword success.

The position also entails preparing and submitting media request forms to create promotional materials, such as banners, postcards, and print ads, and placing orders for these materials with

designated vendors. The employee will determine event needs, place work orders with appropriate departments, and inspect event sites to ensure logistics are in place. Evaluating the success of events through events and budget recaps, surveys, and research for new events will be required. The employee will also create event plans and budgets for new Village and Department special events.

Additional responsibilities include leading sponsorship campaigns of assigned events including mailings, cold-calls, sponsorship relations collections, tracking and reporting for assigned events. Utilizing Village financial systems for purchase orders, contracts; reconcile expenses. And contributing to the production of the seasonal program brochure, event Sponsorship Packet and other Village and Department publications.

Volunteer management is a key responsibility, which includes recruiting, scheduling, and directing volunteers for special events, ensuring necessary paperwork such as background checks and waivers are completed. The employee will also organize an annual volunteer recognition event. In addition, the position supports the Department's sponsorship efforts, presenting opportunities to potential sponsors, tracking results, and leading sponsorship campaigns for assigned events. The employee will use Village financial systems for purchase orders, contracts, and expense reconciliation while contributing to the production of seasonal program brochures, sponsorship packets, and other publications.

Administrative support will be provided to the Division Manager and other staff as needed, and the employee is expected to participate in and support Village and Department functions and initiatives. Regular attendance is required. This role will involve working some evenings, weekends, and holidays to support special events.

### **Qualifications, Knowledge, Skills**

The ideal candidate for this position should have a Bachelor's degree in marketing, communications, public relations, business administration, or a similar field, along with a minimum of 2 years of related experience in the recreation or marketing field. Successful performance in this role requires demonstrated experience in social media including Facebook, X, Instagram, and YouTube. Knowledge of special event planning and production, as well as volunteer recruiting, tracking, and supervision.

CPR and First Aid certifications are required or must be obtained within 6 months of employment.

The individual must possess strong oral and written communication skills, organizational abilities, and enthusiasm for working with people. Proficiency in MS Office is required, and regular, consistent attendance is essential.

### **Compensation & Benefits**

The Village of Orland Park offers a market competitive total rewards package that includes a base salary range between \$58,663.00 and \$79,193.00, depending on experience and qualifications. This position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes multiple medical plan designs offered through Blue Cross Blue Shield of Illinois, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan with Nationwide Retirement Services.

The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates are encouraged to apply in a timely manner by visiting our career portal at <https://www.orlandpark.org/i-want-to/apply-for-a-job>.