



Special Events Coordinator

Village of Richton Park

Contact Name: Dawn Davis

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Closing Date:

Salary: 51,000

Description:

The Special Events Coordinator will plan, coordinate, and execute special events for the Parks and Recreation Department. This position supports all phases of event production, including planning, logistics, marketing, sponsorships, volunteer coordination, and post-event evaluation. The coordinator will oversee assigned components of events while maintaining accurate records, budgets, and databases to ensure successful and well-organized events.

Essential Duties and Responsibilities

Assist with planning, organizing, and executing Parks and Recreation special events.

Prepare and present event plans and assist with tracking and reporting event expenses and revenues before, during, and after events.

Maintain accurate event files including logistics, staffing plans, vendor contracts, costs, and revenue documentation.

Assist with event solicitations, sponsorships, and prize donations by preparing mailings, making phone calls, visiting local businesses, and maintaining solicitation databases.

Research, purchase, organize, and deliver event supplies as needed.

Research potential entertainment options, initiate booking contracts, and maintain booking and contract files.

Determine event needs, place work orders with appropriate departments, and inspect event sites to ensure all logistics and safety requirements are in place.

Coordinates décor, catering, audio/visual needs, entertainment, and transportation for assigned events.

Prepare and submit media request forms to initiate the creation of promotional materials such as banners, postcards, flyers, and print advertisements.

Place orders for promotional materials with designated vendors and distribute materials as directed.

Assist with evaluating the success of events through budget recaps, surveys, and research for future programming opportunities.

Assists with recruitment, scheduling volunteers and event personnel, ensuring completion of required paperwork such as waivers and background checks are in accordance with departmental and village policies.

Maintain databases including RSVPs, guest lists, registration platforms, sponsorships, and volunteer information.

Utilize Village financial systems for purchase orders, contracts, and expense reconciliation. Contribute to the production and review of seasonal program brochures, sponsorship packets, and other Village and Department publications. Participate in and support Village and Department functions, initiatives, and special projects as assigned. Other job duties as assigned.

Knowledge, Skills, and Abilities

Ability to build strong rapport and work collaboratively in a team environment.

Strong organizational, time-management, and multitasking skills.

Excellent written and verbal communication skills.

Strong customer service skills and a positive, professional demeanor.

Ability to establish and maintain effective working relationships with staff, volunteers, vendors, sponsors, and the public.

Enthusiasm for creating engaging experiences for families and children.

Comfort with outreach, community engagement, and sponsorship solicitation.

Proficiency in Microsoft Office and the ability to learn registration, database, and financial systems.

Ability to contribute ideas and recommendations to improve departmental efficiency and event quality.

Qualifications

Preferred: Bachelor's degree in Recreation, Event Management, Hospitality, Communications, or a related field.

Minimum: Two (2) years of related experience in special event planning, coordination, or production.

Required: High School diploma or equivalent

Necessary Special Requirements

Valid driver's license; ability to pass a drug screen, physical, credit check and background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move 50 pounds or more.

If you are interested in applying, please visit our website for more information www.richtonpark.org