



## **Special Events Coordinator**

### Village of Orland Park

**Contact Name:** Gerianne Flannery  
**Contact E-mail:** [gflannery@orlandpark.org](mailto:gflannery@orlandpark.org)  
**Contact Phone:** 708-403-6205  
**Closing Date:**  
**Salary:** \$60,423.00 and \$81,569.00

#### **Description:**

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

The Village of Orland Park is currently seeking a creative, outgoing, highly organized and detail-oriented **Special Events Coordinator** to plan, lead and oversee assigned Village special events and initiatives. This will include providing event support, soliciting sponsorships, and participating in overall event production and supervision of Village and Department special events and programs as directed by the Division Manager of Special Events; Assistant Director and/or Director of Recreation & Parks.

##### **Key Responsibilities**

This dynamic position involves assisting the Division Manager of Special Events with planning and executing Village and Recreation & Parks special events and overseeing specific facets of assigned events. 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 assist with 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. 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 budget recaps, surveys, and research for new events will be required. This role is also responsible for preparing and submitting media request forms to initiate the creation of promotional materials including banners, postcards, print ads, etc. Placing orders for promotional materials with designated vendor and distributing items as directed.

Volunteer and event personnel management will include recruiting, scheduling, and directing volunteers for special events, ensuring necessary paperwork such as background checks and waivers are completed in coordination with the Human Resources Department and Village policies/procedures. Additionally, this role is responsible for the coordination of décor, catering, audio/visual needs, entertainment and transportation.

Administrative support will also 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. This position also contributes to the production and review of the seasonal program brochure and other Village and Department publications. This role is also responsible for maintaining databases, RSVPs, guest lists and registration platforms. 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. Regular attendance is required, and the role may involve working evenings, weekends, and some holidays to support special events.

The ability to build a strong rapport in a collaborative team environment, establish and maintain effective working relationships with colleagues, supervisory staff, and the public, is essential. Additionally, the desired candidate will contribute to the department's efficiency and effectiveness by offering suggestions and by participating as an active member in a team environment.

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

The ideal candidate for this position should have a Bachelor's degree in Recreation, Event Management, Hospitality, Communications, or related field, along with a minimum of 2 years of related experience in special event planning and production. CPR and First Aid certifications are required or must be obtained within 3 months of employment.

Additionally, the candidate should be passionate about creating experiences for families and children and be comfortable with outreach and able to manage multiple priorities and deadlines. 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 competitive market total rewards package that includes a base salary range between \$60,423.00 and \$81,569.00, 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 [here](#)