



## **Community Engagement and Event Manager**

### **Naperville Park District**

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** \$67,000-\$68,000/year

**Description:**

**Schedule:**

Monday- Friday

**Start Date:**

6/01/2024

**Overview:**

Under the general supervision of the Volunteer and Events Manager, the Community Engagement and Event Manager is responsible for the coordination and expansion of community partnerships, community led special events and Naperville Park District special events.

**Essential Duties and Responsibilities:**

1. Coordinate community-wide special events and provide high-level administrative functions to organizers. Review and approve or seek approval of applications.
2. Collect and evaluate appropriate paperwork for each event, including but not limited to certificates of insurance, permits, licenses and other event paperwork.
3. Serve as the Naperville Park District point-of-contact for community-wide special event organizers and the City of Naperville special events staff.
4. Coordinate and lead meetings with internal Park District staff, community partners and event organizers, including on-site logistical reviews.
5. Participate in the organization and presentation of Special Event seminars.
6. Provide resources and support to community event organizers and occasional "day of event" oversight, as necessary.
7. Collaborate with the District's Parks, Trades, Custodial and Park Police Departments on the logistical needs of community-wide events.
8. Develop, plan, organize, and manage assigned District special events subject to the needs and interests of the community, and in support of the District's mission, vision, and core values.
9. Purchase, inspect, inventory, and initiate requests for repairs on program equipment and supplies.

10. Coordinate the use of facilities, parks and services with related school districts, community organizations and contractual vendors. Modify activity schedules as needed to optimize utilization.
11. Provide support to community partners. Including but not limited to, Kids Matter, Meals on Wheels, and Riverwalk Adult Day School.
12. Prepare information for the District's program guides and website, assist Marketing Department in the design and development of flyers, posters, brochures, and email marketing materials and distribute appropriately.
13. Ensure the accurate and timely completion of independent contractor agreements and uphold terms of the agreements with contractual vendors.
14. Assist with the development of the annual division budget and year end projections as outlined in the annual budget calendar. Communicate budgetary requests as needed. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate. Approve expenditures. Comply with District financial policies.
15. Ensure confidential use of customer information

**Other Duties and Responsibilities:**

- Expand and enhance community partnerships to support community needs that align with the District's mission.
- Establish, support, and maintain collaborative efforts with internal and external customers and organizations.
- Respond to all customer comments and inquiries in a timely fashion.

**Knowledge, Skills, and Abilities:**

- Knowledge of the theories, practices, and philosophy of community event planning.
- Ability to multitask, organize, and maintain attention to details. Ability to prioritize and handle a variety of different tasks at the same time.
- Ability to work with a diverse population and large spectrum demographics.
- Ability to work independently in day-to-day operations with general direction from the supervisor.
- Strong problem solving and critical thinking skills.
- Ability to present in front of a large audience.
- Working knowledge of basic computer software.

**Education and Experience:**

- Bachelor's degree in Event Planning, Marketing, Recreation and Park Administration, Leisure Studies, Tourism or related field.
- Minimum two (2) years of relevant fulltime work experience.
- Possession of, or the ability to obtain, CPRP certification within two (2) years of date of hire.

**Special Considerations:**

- Subject to modified/flexible work schedules.
- Subject to both inside and outside environmental conditions.
- Ability to move from site to site.
- Manual dexterity to manipulate standard office and equipment and events equipment and supplies.
- Face to face interactions with internal and external customers and co-workers are essential for this position. It is expected that this position will report to their workspace/office as scheduled. Exceptions may be made on a case-by-case basis for this position to work remotely for a short period of time on a temporary basis.