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# Example of Special Events Coordinator Job Description

Our company is looking for a special events coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for special events coordinator

* Works closely VIPN Ticketing staff to determine what inventory is available in every market
* Manage contract creation to completion as it relates to events, demos, and vendor service
* Ensure that donations are acknowledged in a timely and accurate fashion
* Work with the CEO to build and maintain relationships with public officials, particularly NYC Council Members
* Develop content for LIFT website, social media, and e-newsletter
* Collaborate with the Grant Writer to conduct foundation, government, corporate grant research
* Create rules for all events
* Interfaces and serves as a liaison for all levels of staff and volunteers
* Manages, evaluates, and expands fundraising programs under the direction of the Associate Director of Development and Chapter leadership
* Maintains accurate and complete financial records for each event

## Qualifications for special events coordinator

* Must have valid driver’s license, vehicle insurance and reliable transportation
* Must have interest in and/or willingness to develop working knowledge about Alzheimer’s disease and its impact on diagnosed individuals, families, and caregivers
* Must possess valid Washington State driver’s license and proof of insurance, and access to dependable automobile
* Ability to diplomatically engage with a variety of personalities in a positive manner
* Ability to motivate, inspire and delegate work to Walk volunteers
* Ability to work a flexible schedule, including evening and early morning work as needed (average 2-3 times per month) and Saturdays and Sundays throughout August, September, and October when Walks occur