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# Example of Special Events Coordinator Job Description

Our growing company is looking for a special events coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for special events coordinator

* Sending any correspondence related to events
* Sending reminders before every team meeting, rehearsal and orientation and indicating what to bring with them
* Notifying staff of date changes and anyone it may affect
* Sealing and mailing correspondence
* Scheduling appointments and entering appointments into calendars
* Copying programs for special musical programs or concerts
* Assist in the preparation and distribution of event materials
* Assist Coordinators with set-up and teardown of events operational functions including data entry, registration and prize distribution
* Assist in the preparation, distribution and storage of any gift items
* Assist in organizing and maintaining Special Events inventory in Special Events storage facility

## Qualifications for special events coordinator

* Must be able to communicate effectively with people of diverse backgrounds and ages
* Must possess a reliable personal vehicle, valid driver’s license and proof of valid insurance
* Must be able to lift, carry, transport, and setup a variety of materials (weighing up to 50 pounds)
* Working knowledge of Lake and Mason County community resources preferred
* Special event/fund development experience strongly preferred
* Experience supervising VIP’s, volunteers, high level executives and internal personnel