Example of Special Events Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of special events coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for special events coordinator

- Performs additional tasks as directed by the Sr
- Assist Manager and Sr
- Manage, coordinate, and implement all aspects of all assigned fundraising activities including but not limited to, the Walk to End Alzheimer's, RivALZ and other special events as assigned
- Travel to Walk to End Alzheimer's markets regularly
- Plan and coordinate meetings, agendas, and activities with volunteer leaders
- Interface and serve as a liaison for all levels of staff and volunteers
- Manage, evaluate, and expand fundraising programs under the direction of the Director of Development and Chapter leadership
- Responsible for maintaining accurate and complete financial records for each event
- Responsible for duties of assigned and attached military, civilian & contractor personnel in accomplishing production and program missions
- Special events implemented include community wide events

Qualifications for special events coordinator

- Ability to lift and move up to 25 lb
- Possesses exceptional organizational and time management skills superb

- Must have valid driver’s license, proof of insurance, and have access to a reliable vehicle
- High school graduation or equivalent AND two years of experience in working and managing events OR equivalent education/experience
- Bachelor’s degree in Education, Social Work or related field - Master's degree preferred
- At least 3 years of experience in community-based education programming in a professional or paraprofessional role – preference for experience working with college students and volunteers, familiarity with university culture, and/or working in diverse communities