

Southwest Regional Education Cooperative #10

EVENT COORDINATOR Job Description

TITLE OF JOB: Event Coordinator

JOB LOCATION: SWREC Deming Office

REPORTS TO: Executive Director

SALARY/CONTRACT/MINIMUM EDUCATION &/OR EXPERIENCE:

- Part Time through June 30, 2023 with the possibility of becoming full-time upon new fiscal year.
- Salary range \$35,000 - \$40,000 (full-time range) will be pro-rated for remainder of fiscal year/part-time; final salary based on education and experience.
- High School Diploma or equivalent
- Experience with coordinating events preferred.
- Proficiency with current MS Windows and Microsoft Office Applications- specifically Excel.

GENERAL JOB DESCRIPTION:

- Secure venues, speakers, hotels, catering and all other necessary items and personnel required to successfully implement conferences, meetings, focus groups etc.
- Understanding of requirements for every event
- Planning events with attention to financial and time constraints
- Day to day administrative work such as obtaining W9s, ensuring purchase orders are in place and vendors are paid in a timely manner in accordance with New Mexico Procurement Code
- Manage all event operations including registration of attendees, ordering of event supplies and swag items, shipping arrangements, creating of name badges and sign-in sheets, travel planning, etc.
- Communicate directly with agencies throughout the event planning process to learn requirements, goals, coordinate guest lists and vendor specifications, and ensure all parties understand relevant information and details
- Perform post-event tasks promptly such as meeting with agencies to ensure satisfaction, reviewing invoices, processing of stipends and mileage reimbursements, and documenting issues and resolutions
- Evaluate potential locations, providers, vendors, and other professionals frequently to determine viability for future events and build a personal knowledge base to better serve clients
- Serving as the main point of contact for any and all matters that may arise before, during, and after events

SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.

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ESSENTIAL FUNCTIONS/QUALIFICATIONS:

- Able to work in a fast paced environment
- Coordinating multiple events at once
- Have excellent organizational skills
- Meet firm deadlines for projects
- Highly detailed oriented
- Valid NM Driver's License required
- Complete a background check
- Strong project management skills with the ability to supervise multiple projects
- Able to multitask, prioritize, and manage time efficiently
- Demonstrate effective use(s) of technology
- Experience with Microsoft Office preferred
- Represent SWREC #10 and NM Public Education Department in a positive and professional manner at all times
- Adhere to applicable federal, state, and local guidelines and regulations
- Participate fully as an employee of SWREC #10 with all assigned duties and responsibilities as assigned by supervisor (including other responsibilities and duties deemed necessary and appropriate by the administration)
- Attend required NM Public Education Department and SWREC #10 professional development opportunities as assigned
- Communicate positively and effectively with NMPED bureaus, event participants, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of the SWREC #10 (comply with FERPA/HIPPA and other federal and state regulations)
- Responsible for the understanding and execution of the SWREC #10 employee policy manual, technology policy, time tracking system, and calendar of contract/noncontract days

PERFORMANCE RESPONSIBILITIES / WORK TRAITS:

- Ability to work under minimal supervision.
- Must be self-starter and exercise initiative & judgement in performing job.
- Exhibit the ability to understand oral & written instructions.
- Must demonstrate strong written, verbal, and interpersonal skills.
- Must demonstrate adaptability in relations with co-workers.
- Facilitate open communication amount colleagues, supervisors, district staff. & school site personnel.
- Maintain highest level of professional competence through continued professional development and training.
- Must be willing to travel for events as necessary.

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