



**Position Title:** Special Events Coordinator

**Reports To:** Senior Manager of Visitor Experience

**Most Recent Revision Date:** March 2017

**Position Scope:**

The Special Events Coordinator works under the direction of the Senior Manager of Visitor Experience as part of the Visitor Experience Department to plan, coordinate and execute special events at Shelby Farms Park. The Special Events Coordinator will ensure events meet budget targets, align with SFPC's mission and contribute to an excellent Visitor Experience. The Special Events Coordinator is highly collaborative and works with all other SFPC teams to onboard teammates, understand departmental needs, and to assure alignment to produce smooth and successful events.

**Essential Functions:**

- Plan and implement SFPC's special events to achieve budget and visitor experience goals
- Measure, track, evaluate and report on progress toward event goals
- Manage revenue and expenses and assist with budget planning for special events
- Collaborate with Programs Coordinator on program elements and volunteer needs for events
- Build relationships and recruit vendors and partners to support events
- Recruit seasonal staff as needed
- Coordinate with Marketing team on event promotions and communications
- Coordinate with Development Team to ensure membership and donor elements
- Coordinate internal communications for events, including pre and post-event analysis

**Knowledge, Skills & Ability Requirements**

- Bachelor's Degree
- 1-3 years proven relevant work experience in an equivalent position
- Excellent organizational and project management skills; ability to manage multiple projects
- Excellent communications and critical listening skills
- Strong verbal communication skills that balance professionalism, diplomacy and compassion
- Strong writing and editing skills for the development of both internal and external email communications, reports, and other documents
- Creativity, innovation and positivity
- Ability to work nights, weekends and holidays as needed for events
- High proficiency in Microsoft Office programs, including Word, Excel, and PowerPoint. Experience in Gmail, Google Apps, SmartSheets, CAD, and NetSuite a plus.

**Personal Qualities**

- Demonstrates values of collaboration, accountability, authenticity, trust and learning
- Commitment to the consistent production of high quality, detailed work
- Organizes, plans, and schedules in an efficient, productive manner
- Manages stress in a fast-paced, changing organization
- Collaborates with people of different races, backgrounds, experiences and educational levels
- Elicits confidence and builds rapport
- Enthusiastic, dependable, self-motivated, and self-aware

To apply, email resume and completed job application to [jobs@shelbyfarmspark.org](mailto:jobs@shelbyfarmspark.org). Include Position Title in subject line. Job application can be found at [www.shelbyfarmspark.org/jobs](http://www.shelbyfarmspark.org/jobs).