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| DEPARTMENT | Parks & Recreation | POSITION | Events Coordinator |
| DIVISION | Parks & Recreation | STATUS | Full-time |
| CATEGORY | Salaried | FLSA | Exempt |
| REPORTS TO | Operations Manager | DATE | March 2024 |
| JOB SUMMARY | <p>The Events Coordinator plays a pivotal role in the Parks Department, leading the planning and execution of various departmental and city-wide events. This position involves coordinating small neighborhood events and large community festivals, managing volunteer coordination, soliciting sponsorships, and managing the farmer’s market. This position has a heavy emphasis on nights and weekends, especially during the summer and early fall seasons.</p> | | |
| PRINCIPAL DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> • Leads in developing new events, and maintains, organizes and manages existing special events from concept to completion, ensuring they operate smoothly, and efficiently. • Develops, maintains, and manages events division budget. • Produces event reports and evaluations after each event. • Manages volunteer coordinator and events assistant, farmer’s market manager, and seasonal event aides. • Responds to inquiries from the public about events, including assisting with media requests. Plan, design and produce events while managing all project delivery elements within time limits. • Assists department in maintaining accreditation relating to special events and development. | | |
| OTHER DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> • Represents Parks Department at City event and safety committee meetings. • Maintains organization and inventory of event supplies. • Liaison between residents, businesses, entertainment, and city stakeholders as it relates to events. • Works with marketing team to promote and outreach events. • Continue education and training (workshops, conferences, etc.) • Coordinates with public safety, legal, risk management, insurance and external stakeholders | | |
| EDUCATION AND EXPERIENCE | <ul style="list-style-type: none"> • High School diploma required, bachelor’s degree preferred in Event Management, Hospitality, Recreation or related field; significant work experience in events management can substitute for the degree. Minimum 2 years’ experience coordinating special events preferred. • Must have valid driver’s license. | | |
| KNOWLEDGE, SKILLS, AND ABILITIES | <ul style="list-style-type: none"> • Strong organizational skills with the ability to manage multiple tasks and priorities simultaneously. • Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders. • Experience in volunteer management, including recruitment, training, and supervision. | | |

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| | <ul style="list-style-type: none"> • Knowledge of permit processes and regulations related to public events. • Demonstrated ability to cultivate sponsor relationships and secure financial support for events. • Proficient using Microsoft Office. • Keep track of event finances including check requests, invoicing, and reporting. • Prepare and modify event contracts as requested. • Must be a team player, and have the ability to work with a diverse group of individuals, work in a team environment and be self-motivated. Ability to accomplish projects with little supervision. |
| <p>PHYSICAL, MENTAL, AND VISUAL SKILLS</p> | <p>The physical, mental, and visual demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Frequently required to walk, sit, and talk or hear. • Occasionally required to use hands to finger, handle, feel, or operate objects, and/or tools. • Occasionally required to climb, balance, stoop, kneel, or crouch. • Occasionally lift and/or move up to 50 pounds. • Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. |
| <p>WORKING CONDITIONS</p> | <p>Work is performed in indoor/outdoor conditions, on nights and weekends, and fluctuates often from the usual 8am-5pm schedule. Coordinator must be able to be flexible to be available during all times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderately loud while in the office or in the field.</p> |
| <p>POST OFFER TESTING REQUIREMENTS</p> | <ul style="list-style-type: none"> • The City of Elkhart is a Drug Free Workplace. Therefore, successfully passing a post offer drug screen is required (random drug testing may be conducted after employment). • Background checks producing acceptable BMV and criminal history reports required. |
| <p>POLICY STATEMENT</p> | <ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and other duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. |

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather they are intended only to describe the general nature of the job.

EMPLOYEE _____ **DATE** _____

DEPT. HEAD APPROVAL _____ **DATE** _____

HUMAN RESOURCES DH _____ **DATE** _____