



Position Description

Title:	Event Planner
Department:	Community Engagement Department
Reports To:	Community Engagement Manager
Type of Position:	Part-Time, 20 hours
Grade:	2

Position Summary:

Plan and execute community events and activities; develop and maintain budgets for such events. Develop and implement volunteer/sponsorship programs and communication plans to support and market the overall events program. Support programs and community outreach as necessary and take on additional tasks, responsibilities, and projects that are in alignment with the Association's Vision, Mission, and Core Values.

Essential Functions:

- Responsible for the creation, management, implementation, staffing, and operation of all events and activities to include festivals, entertainment, bus trips, and association meeting and receptions;
- Procure all licenses, permits, and insurance necessary for events and activities;
- Develops communication plans for events and works with Communications Coordinator to market and promote events to residents;
- Develop and implement risk management and emergency plans for events;
- Purchase supplies and contract for services in accordance to association policy and budgets to execute planned events and activities;
- Facilitate and maintain related storage and inventory;
- Create, implement, and oversee structured volunteer program;
- Create, implement, and oversee structured event sponsorship program;
- Prepare and manage annual events and activities budgets;
- Perform surveys to gather feedback and collaborate with staff, communities, residents and professionals on existing events and future ideas for events;
- Assist and support the programs and community outreach programs as deemed necessary;
- Provide a variety of updates and reports to the Community Engagement Manager and Board;
- All other duties as assigned.

Knowledge and Skills:

- Minimum 2 years event planning experience.
- Proficient in Microsoft Word, Excel, Outlook & basic publishing software.
- Excellent written and oral communication skills.
- Excellent organization.
- Supervisory experience and/or leadership skills.
- Basic knowledge of budgeting & cost accounting.
- Experience in managing and delegating to others.
- Availability and ability to flex schedule to work evenings and weekends.
- Ability to work independently and manage multiple tasks at one time.

Abilities:

- Normal dexterity of hands and fingers.
- Regular, skilled use of personal computers and other office machines.
- Normal physical strength to handle routine office materials, tools and objects up to 25 lbs.
- Normal eye-hand-foot coordination.
- Normal physical mobility, which includes long distance walking.
- Normal verbal, written and non-verbal communication.
- Normal ability to see, distinguish color and hear.
- Normal sense of touch.

Work Environment:

- Office environment, typically sits, bends, stoops, and must have ability to lift up to 40 lbs.
- Participate in outdoor work for the occasional set up, breakdown and execution of community events.
- Must possess and maintain a valid driver's license and have use of personal transportation; and remain eligible to drive company and/or personal vehicle for work purposes.

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE