



Outreach & Community Events Coordinator

.75 FTE or 30 hours per week Salary Range: \$25.40 to \$33.15/hour. (Anticipated Hiring
\$28.59 to \$30.33/hour) Non-exempt

The Community Events & Outreach Coordinator provides overall coordination, and support of community/contracted events and organizational outreach. This position oversees the special event application process, and ensures regulations, laws and processes are followed. Implements and analyzes quality controls and performance measures to sustain high-quality special events and programs. The Community Events & Outreach Coordinator will also serve as the link between the District, any outside contracted producer(s) or vendors, plus recruit, train and manage volunteers/staff for event roles.

The Community Events & Outreach Coordinator provides the overall administration, coordination and support of outreach and marketing related activities.

Establishes and maintains effective working relationships with employees, citizens, community groups, and businesses for the purpose of promoting, supporting, and coordinating special events and organization-wide projects.

The Coordinator works under limited supervision of Executive Director.

The ideal candidate takes pride in community engagement and helping create events that engage the residents of the Key Peninsula. You must enjoy planning, attention to detail, and collaboration. You can work independently under tight deadlines and react to changes successfully. You are inspired by the community and enjoy working with a variety of people and viewpoints. You have a strong work ethic, a flexible schedule, sound decision-making skills, diplomacy and excellent interpersonal service during occasionally stressful situations.

ESSENTIAL FUNCTIONS AND DUTIES:

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Administer District organized community events from ideas to implementation and explores partnerships or opportunities for new events. Attends all signature and community events.
- Point of Contact for Special Event Permits and contract agreements for youth sports. Coordinate with event planners, sports organizations, vendors, and appropriate District divisions as necessary to provide the public with highly organized and successful events.

- Assure that assigned areas of responsibility are performed effectively, efficiently, and within the approved budget. Assist in preparing annual budget.
- Recruit, train, supervise, and evaluate volunteers to support community events;
- Identify trends and assures programs meet citizen expectations and needs
- Develop event reports that include purpose, budget, audience, logistics, schedules, and post event outcomes.
- Ensure activities comply with Federal, State, Local, and District laws, regulations, rules and/or standards.
- Manage contracted service providers.
- Develop effective working relationships with community groups, businesses, governments, and other organizations.
- Develop and oversee the special event sponsorship program including solicitation, management, and recognition.
- Commits to clarifying and supporting internal and external customers' goals and strives to meet their expectations and requirements, including communicating routine information regarding events, operations, policies & procedures to inquiring parties.
- Responsible for providing excellent customer service.
- Leads Outreach events (Livable Community Fair, July & December Parades, Art Walk, etc.) with support of Office & Events Assistant
- Develops and implements marketing campaigns for events, outreach and organization-wide issues including monthly print ad, website calendar, and social media calendar.
- Develops surveys, pop-ups, and partnerships with local organizations to further the mission of Key Pen Parks.
- Actively participates in community advisory board meetings as needed.
- Take responsibility and ownership for accomplishing work, delivering results, and meeting the organization's objectives.
- Enforce parks rules for events, contracted events, and event participants.
- Communicates to Executive Director regarding incidents, decisions and issues pertaining to events.
- Participates in public hearings, workshops, and other public/stakeholder meetings relating to events/outreach.
- Performs other related duties as assigned.

Licenses/Certifications:

- Certification in CPR, First Aid (desired; can be obtained after hire)
- A valid Washington driver's license (required) with an acceptable driving record for insurance purposes.

Knowledge/Skills:

Ability to:

- Establish and maintain positive, collaborative working relationships with peers, participants, and the general public. Provide high-quality, responsive, and personable customer service.

- Independently solve practical problems and deal with a variety of situations. Deal effectively with a wide variety of personalities in situations using tact and professionalism.
- Embrace and engage in cultural shift toward Continuous Improvement.
- Ensure work is thoughtfully and professionally completed.
- Assess situations effectively, identify solutions, and take initiative with minimal supervision.
- Develop community partnerships and bring new and diverse community events to Key Pen Parks.
- Elicit community and organizational support for community events and programs, present materials to the general public.
- Communicate effectively orally and in writing.
- Work under pressure to meet established deadlines. Multi-task, plan, organize, prioritize and schedule work.
- Follow procurement rules.
- Interpret and explain parks special events and facility usage information in a clear and concise fashion. Clarify policies, procedures, rules and regulations.
- Drive or learn to drive District vehicles (training provided during orientation).

Knowledge of:

- Excellent analytical and interpersonal skills, high attention to detail.
- Excellent written, listening, and verbal communication skills.
- Conflict resolution and providing excellent customer service to a broad range of participants and constituents.
- Event management including logistics, schedules, coordinating internal/external stakeholders, staffing, vendors, supplies, permits, venue preparation, and budget management.
- Social media best practices and updated marketing practices.
- Pertinent federal, state and local laws and safety regulations.
- Proficient in Microsoft Office and graphic design software.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed in an office environment, outside facilities, and outdoors at various parks and properties including difficult, and unpredictable conditions from time-to-time.
- Some work will be performed in settings with exposure to varying environmental and weather conditions.
- The position will occasionally be required to lift and carry up to 50 pounds.
- This position will require seeing, talking, walking, standing, bending, crouching, crawling, carrying, pushing, and pulling.
- Prolonged periods of time may be spent using a computer, telephone, and other office equipment.
- Some local traveling will be required for meetings and visiting District facilities. Travel may be required for training opportunities.

Benefits:

- Dental insurance
- Health/Vision insurance
- Paid Vacation time
- Paid Sick time
- Participation in WA PERS (pension)

Schedule:

- Typically during office hours of 8:00 AM to 4:30 PM, Monday to Friday, with non-traditional hours of weekends, evenings, and selected holidays as needed for events. This includes early mornings and nights, as needed. Non-exempt. Exact schedule with supervisor approval. Limited work-from-home available.
- District staff “flex” time as much as possible to maintain a 30-hour work week.

Required Experience/Minimum Qualifications:

- Two or more years of experience planning and implementing community events, special event coordination, marketing, tourism, or related field.
- Experience overseeing events with attendance up to 1,000 people
- One year of customer service
- Work can be physical in nature, requiring the ability to lift and carry at least 50 lbs
- Or equivalent experience to meet job description