

## **Position Title: Special Events Program Coordinator**

### **JOIN REDMOND!**

Do you have an eye for detail, excellent time management skills, and a knack for creative problem solving? Are you looking for a fast-paced, fun job where you get to work with a high-performing team? The City of Redmond, WA, is seeking an Events Program Coordinator in our Parks and Recreation division. We are looking for someone who can conceptualize, plan, budget, implement and execute community events such as Redmond Derby Days and Redmond Lights. This is a job for someone who enjoys wearing many hats and enjoys building relationships with vendors, community members, and business owners. A few of the key skills required for this job include event logistics, hospitality management, vendor management, attention to detail, and responsive communications.

In this role, the **Events Program Coordinator** lead the cross-departmental coordination and planning of City events. The successful candidate will possess values that align with the City's values, which include being welcoming, having integrity, showing accountability, and demonstrating a commitment to service. Additionally, the ideal candidate should find satisfaction in providing exceptional customer service, and thrive in a collaborative, high-volume work environment.

This is a full-time, 40-hours-per-week position, working Monday through Friday, **evenings and weekends as needed.**

### **ROLE & RESPONSIBILITIES**

- Work closely with cross-departmental event committee and contractors to coordinate the planning, management, and execution of large-scale City events.
- Monitor budget, maintain budget records and reports, make budget proposals and process invoices.
- Recruit, select, train, and direct seasonal staff, contractors, and volunteers as needed.
- Predict and identify industry trends to ensure unique experiences for event participants.
- Supports sponsorship & fosters partnerships to incorporate local, regional, and national businesses.
- Support event marketing and communication strategies; including but not limited to event collateral, website management, social media, or advertising.
- Act as a community liaison for events, develop and execute presentations and conduct outreach activities to a variety of public and private groups and organizations.
- Mobilize cross-departmental staff to produce large-scale events.
- Ability to familiarize themselves with City ordinances to ensure signatures events operate within the parameters and model best practices.
- Understand and actively nurture the City of Redmond's image, vision, and mission.

### **QUALIFICATIONS**

- Three years' experience in program coordination and development
- High school diploma or equivalent; college degree or coursework preferred
- Or equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities
- Licenses and Certificates
- Valid Washington State Driver's License
- Valid First Aid & CPR certifications (must be obtained within 6 months of hire)

Other

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

## BENEFITS

The City of Redmond offers an excellent benefits package including:

- MEDICAL INSURANCE - Choice of two plans for employees and their eligible dependents: Premiera or Kaiser Permanente, **all employee premiums paid by the City of Redmond**
- PRESCRIPTION DRUG INSURANCE - Included with each medical plan
- DENTAL INSURANCE - For employees and their eligible dependents
- VISION INSURANCE - For employees and their eligible dependents
- OTHER INSURANCE - Life, accidental death & dismemberment insurance, short and long-term disability, optional employee-paid voluntary life insurance
- FLEXIBLE SPENDING ACCOUNTS - For tax savings on healthcare and dependent care expenses
- PAID VACATION & HOLIDAYS – with (13) paid holidays per year
- EMPLOYEE ASSISTANCE PROGRAM (EAP)
- RETIREMENT PLANS - Department of Retirement Systems (DRS) PERS plus additional options that include Municipal Employees Benefit Trust (Social Security replacement plan) and MetLife 457 Plan
- Annual COLA adjustments
- Annual merit increases of up to 5%

To learn about benefits at the City of Redmond, please visit [C2MB \(ajg.com\)](http://C2MB.ajg.com)

The City of Redmond is a medium-sized government organization with **approximately 800** employees and a revenue of \$57 million. We are located in King County, 15 miles east of Seattle. Redmond is home to an extensive park and trail system throughout the city, which includes 47 parks comprising 1,351 acres of land, and our schools are ranked among the top 20 percent in the state.