

HERITAGE PARK ZOO

Job Description

Division/Department: Administrative

Job Title: Event Coordinator

Reports to: Marketing Manager

Pay Grade: 5

Type of Position: PT/FT

Hours: TBD

General Description:

Work closely with Marketing Director to produce and execute all Sanctuary events, booths, fundraisers, and related event activities including development, organization and delivery of events and activities. Assists with the development of events and activities that increase revenue streams for institutional sustainability (i.e., facility rentals, special events, etc.). Works with multiple departments to ensure a service of excellence in hospitality for all events and activities. Performs data entry and reservation processing of rental facilities. Assist with the revisions of rental brochures and event marketing material, including PSA's for events. Requires local travel for supply purchasing. This position remains versatile and requires flexible duties and assignments as required.

Work Experience Requirements:

- Demonstrated ability to be highly organized and effective in planning and event hosting.
- Minimum two years paid work experience in promotion and event planning
- Demonstrated ability to work with little or no supervision
- Proven inter-personnel and communication skills
- Proficient in Microsoft word, Excel, Email and Social Media Marketing

Education Requirements:

- Degree in event hospitality or related field of study preferred

Additional Requirements:

- Excellent oral and written communication skills
- Demonstrated ability to ensure attention to detail and organizational competency.
- Friendly, approachable and customer driven disposition
- Must possess a Valid Arizona Driver's License
- Required to work some weekends, nights and holidays
- Own transportation required
- Ability to work in all weather conditions

Approved By:

Title:

Effective Date:

Acknowledgement: I have read and understood this job description and received a copy.

Employee Name: _____

Employee Signature: _____ **Date:** _____