



Event Coordinator

JOB SUMMARY

Plan, coordinate, and facilitate events within County facilities. This role requires a highly organized, detail-oriented, and proactive professional who can manage multiple projects simultaneously while maintaining strong relationships with vendors, exhibitors, the public, entertainers, and sponsors. The Event Coordinator will also support marketing and operational efforts related to the events. The ideal candidate will have strong communication skills, a passion for delivering seamless experiences, and a proven ability to manage multiple tasks. This role requires excellent time management, problem-solving abilities, and attention to detail.

ESSENTIAL JOB FUNCTIONS

- Plan, organize, and manage a variety of events
- Work closely with clients, vendors, and stakeholders to ensure all aspects of the event are properly coordinated.
- Oversee logistics including event registration, transportation, and accommodations.
- Develop event timelines and schedules to ensure smooth execution.
- Coordinate with vendors and contractors, manage contracts and ensure services are delivered on time.
- Manage event set-up and tear-down, ensuring all materials are prepared and organized.
- Act as the primary point of contact for clients during event planning and execution.
- Assist in the planning, execution, and tracking of various events, ensuring all deadlines and deliverables are met.
- Collaborate with internal teams to establish project goals, timelines, and resources.
- Monitor the progress of projects/events, providing regular updates to stakeholders and management.
- Identify and mitigate potential risks and issues that may arise during event/project execution.
- Manage project documentation and maintain organized files for all events and projects.
- Communicate clearly and effectively with team members, clients, vendors, stakeholders, and management.
- Provide reports on project status, event performance, and budget updates.
- Assist in post-event evaluations and feedback collection for continuous improvement.
- Assist in preparing and managing events and project budgets, ensuring all expenditures are within allocated amounts.
- Track and report on expenses and reconcile invoices.
- Manage and handle monetary transactions
- Manage liquor license functions

- Manage AZ fair fund and interactions with other fairs, state boards and commissions.

MINIMUM QUALIFICATIONS

- High school diploma or GED, or an equivalent combination of relevant education and experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Valid Arizona driver's license

PREFERRED QUALIFICATIONS

- Bachelor's degree in Event Management, Hospitality, Business Administration, or related field (preferred).
- 2-3 years of experience in event planning, project coordination, or related fields
- Knowledge of social media marketing for event promotion.
- Familiarity with budgeting and event management.

KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with budgeting software or event management platforms.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills, with the ability to handle multiple tasks and deadlines simultaneously
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Willingness to work flexible hours, including evenings and weekends, as needed for events.
- Attention to detail with a creative and resourceful approach to problem-solving

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal, network-connected, computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively by telephone, in a normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 30 pounds