UNIVERSITY OF SOUTHERN CALIFORNIA
Special Events Program Coordinator
Job Code: 129315

Grade: I
OT Eligible: Yes
Comp Approval: 7/10/2012

JOB SUMMARY:
Plans and directs special events. Coordinates activities of volunteers and/or donors. Negotiates and contracts with vendors for a variety of goods and services related to special events planning.

JOB ACCOUNTABILITIES:
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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<th>*</th>
<th>% TIME</th>
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<tbody>
<tr>
<td>E</td>
<td>Plans and directs special events. Acts as event(s) liaison between department or school and vendors, donors, etc. Identifies target groups, develops concepts, designs and coordinates mailings of promotional materials and invitations and directs logistical planning. Maintains records on event activities, progress, and status.</td>
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<td>M</td>
<td>Attends events to oversee activities and ensure details are handled as planned.</td>
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<td>M</td>
<td>Works with or gives guidance to volunteers and/or donors involved in event planning.</td>
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<tr>
<td>E</td>
<td>Negotiates and contracts with vendors for a variety of goods and services related to special events planning. Monitors delivery of goods and services to ensure contract terms are satisfied.</td>
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<td>E</td>
<td>Develops and maintains an extensive network of contacts, both internal and external, to facilitate event coordination.</td>
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<td>E</td>
<td>Develops and controls budgets on a program or event basis. Negotiates financial terms and authorizes expenditures.</td>
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<td>E</td>
<td>Determines staffing needs for special events. Authorizes or secures temporary or additional staff, as required.</td>
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<td>E</td>
<td>Researches and maintains current information on volunteers, donors and prospective donors.</td>
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<td>E</td>
<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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</table>

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Experience with special events planning, fundraising management and/or alumni volunteer relations management. Demonstrated proficiency in written and oral communications.

**Preferred Education:**
- Bachelor’s degree

**Preferred Experience:**
- 3 years

**Skills: Administrative:**
- Balance figures
- Communicate with others to gather information
- Compose correspondence
- Compute totals
- Coordinate events
- Coordinate work of others
- Customer service
- Establish records
- Gather data
- Input data
- Interpersonal skills
- Knowledge of contract and legal documentation
- Maintain records
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Other:**
- Assessment/evaluation
- Budget control
- Budget development
- Conceptualization and design
- Consulting
Knowledge of applicable laws/policies/principles/etc.
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Scheduling
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.
Supervises volunteers.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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