

THE VILLAGE ASSOCIATIONS OF COLUMBIA POSITION DESCRIPTION



Position Title	Events Coordinator
Village	Oakland Mills
FLSA Status	Non-Exempt
Grade	4
Full-Time or Part-Time	Part-Time

Village Mission

To organize and operate a non-profit civic organization, which shall be organized and operated exclusively for the promotion of health, safety, common good and social welfare of the owners of property in, and the residents of the Village of Oakland Mills in Columbia, Maryland.

Position Summary

The Events Coordinator is responsible for planning and coordinating special and one-time events for community residents. This position develops an annual calendar of special events and coordinates social media and communications for Village events. This position reports to the Village Manager.

Responsibilities

Event Planning

- Develops, implements, and staffs a variety of programs for the community including, but not limited to, concerts, social and education programs and events, and one-time special events for community residents of all ages
- Negotiates instructor, presenter, and performance contracts as directed
- Coordinates with instructors and/or entertainers for special events to create public relations materials
- Develops a 12-month calendar of village activities
- Manages budgets for programs and special events
- Attends all relevant meetings for events coordinators to plan joint village events
- Maintains knowledge of community needs and educational trends
- Recruits and supervises volunteers and event assistants

Marketing

- Prepares and distributes press releases
- Develops and coordinates printing and mailing of brochures and other publicity materials
- Assists in Managing social media sites
- Assists with management of Oakland Mills village website

Qualifications

- 3 years of event planning
- Experience working in a team-oriented environment
- Experience with social media and email marketing
- Advanced proficiency in MS Office including Word, Excel, PowerPoint, Publisher, and Outlook
- Knowledge of non-profits, community associations, administration, community services and programs
- Strong organizational skills and the ability to prioritize
- Strong written and verbal communication skills required
- Valid driver's license and/or reliable transportation required

ADA Requirements

This job operates in a services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, projection equipment, photocopiers, and fax machines
- This position would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and giving tours to prospective guests about the facility
- Intermediate math skills needed to perform calculations including discounts, commissions, formulas, averages, etc.
- Must be able to read diagrams
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- May be required to walk up and down stairs
- May be required to push a vacuum and to provide light cleaning
- Adequate close vision to see that an area has been properly cleaned
- Ability to lift up to 20 pounds

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Revision Date: 2/10/2023