



PARKS / POOLS / PROGRAMS

Job Title: Senior Event Coordinator **Compensation:** \$20-\$24/Hour
Reports to: Event & Program Manager **Benefits Package Included**

Job Summary:

The Senior Event Coordinator's primary responsibility is to support the planning, organizing, preparation and execution of all the MCA events of the North Green, South Green and the Cube. This includes activities related to the community, aquatics, and event sponsors. This role will focus on the management of the Cube events, parks, baseball fields, facility reservations and the summer concert series. This is a full-time position which will receive benefits.

Duties and Responsibilities:

- Coordinate with the Event & Program Manager to identify event needs including facility needs, operational needs and equipment needs for each event
- Assist the Event & Program Manager with the staffing of all events
- Assist the Event & Program Manager with preparation for all community events including preparing the event spaces for events, organizing signage needed and coordinating the schedule
- Provide outstanding customer service and organize events that meet quality expectations
- Coordinate with the Event & Program Manager on the management of facility reservations
- Organize and maintain event equipment
- Maintain the inventory and organization of the storage facilities
- Ability to manage events on weekends and evenings
- Assist with the creation of new events
- Mentor summer event staff each year and train them on the needs and requirements of the events

Skill and Educational Requirements:

- Ability to communicate effectively with Community Director, Event Team and Staff
- Ability to communicate, coordinate and assist Facilities Manager with event facility setup
- Strong work ethic
- Ability to manage multiple projects and meet deadlines
- Confidence to ask questions when details are important to the outcome of a project
- Ability to adhere to office procedures, practices, expectations, and policies of the organization
- Good planning, organization and follow through
- Innovative, creative, self-motivated, flexible
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals
- Ability to effectively manage stress and have fun with the position
- Represent the MCA in a professional manner when in public including attire & attitude
- Ability to lift at least 25lbs

Master Community Association (MCA)

The MCA is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a "sense of community" within Central Park through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.
