



Senior Special Events Program Coordinator Job Description

JOB INFORMATION

Job Code:	129314
Job Title:	Senior Special Events Program Coordinator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Events
Job Family Group:	Marketing and Events
Management Level:	7 Individual Contributor

JOB SUMMARY

Leads the planning, coordination and implementation of events and conferences. Procures, selects, and coordinates event facilities, guests, goods, services and activities. Leads and provides work direction to staff, student workers, and volunteers. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	4 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with special events planning, fundraising management, or alumni and volunteer relations management. Experience in project management. Proven scheduling abilities. Ability to effectively manage and develop complex event and program budgets. Excellent written and oral communications skills.
	X	Bachelor's degree in business, communications, hospitality, or related field. Experience in hotel or event management. Excellent managerial skills. Experience with donor/constituent- relationship management database software (e.g., FileMaker Pro, DonorPerfect, Raiser's Edge), email marketing programs (e.g., Mailchimp, Constant Contact), and managing social media for a company or brand. Experience with office management communication software and tools (e.g., Google suite, Slack, Skype). Comprehensive understanding of all relevant state and local

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		event regulations. In-depth knowledge of local community. Fluent in one or more languages in addition to English (e.g., Spanish, Korean).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads the planning, coordination and implementation of events and conferences. Represents organizations, schools, and departments at events, and acts as their liaison with suppliers, vendors, guests, and donors. Tracks progress and ensures completion of event projects, orders, and initiatives. Coordinates logistics, and provides detailed instructions to all appropriate stakeholders prior to and during events (e.g., room setups, internet and electrical services, itineraries, conference agendas).				
Researches and selects venues, vendors, goods, and services. Organizes and facilitates planning meetings with internal/external stakeholders and event staff to establish objectives, budgets and goals. Proactively assesses and manages workloads to maximize efficiency and meet event and project deadlines. Develops marketing and promotional campaigns and strategies.				
Tracks, reconciles, and reviews event expenditures, budgets, accounts payable processes, and payroll. Coordinates and reconciles all travel (e.g., flights, ground transportation, accommodations, reimbursements). Prepares and organizes monthly financial reports and bank reconciliations for events. Ensures consistency and quality of materials communicated.				
Liaises with donors, sponsors, committees, and other internal/external stakeholders, responding to their needs, maintaining and enhancing relationships, and resolving any problems that arise. Evaluates and follows relevant procedures and policies in accordance with fundraising best practices to ensure quality control and efficiency in donor service. Creates and implements sponsor displays, per agreements and established timelines for deliverables.				
Establishes and communicates event planning and hosting standards. Contributes to an inclusive environment, building and maintaining strong cross-functional relationships and a deep understanding of organizational and university cultures. Upholds the principles of the USC Code of Ethics. Demonstrates alignment to strategic plans of the organization and university through words, actions and ideas.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.