

The City of Beaverton is Hiring:

Events Coordinator

Office of the Mayor

Application Deadline: November 14, 2016, at 4:30 p.m. PDT

THE POSITION

The City of Beaverton, is known throughout the region for its variety of annual community events focused on the city's vision of building a friendly and welcoming community and celebrating its rich diversity. The Events Coordinator will work to manage the daily operations of annual city-wide events by leading the development, implementation, and evaluation of these programs. They will also focus on discovering new opportunities to enhance event programs that increase participation across all demographics within the community. This position will have evening and weekend work, especially during the summer season. The working conditions involve frequent lifting and carrying of equipment and supplies.



THE IDEAL CANDIDATE

Minimum Qualifications

- Associate's degree.
- Two years experience in coordinating high-profile events.
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered.
- Valid driver's license and ability to meet the city's driving standards.
- Ability to pass reference and background check.

Preferred Qualifications

- Bachelor's degree in hospitality management, marketing or a related field.
- A self-starter with excellent time-management and communication skills.
- Proven track record of identifying and enhancing event opportunities.
- Ability to read, write and speak in fluent Spanish.

RESPONSIBILITIES

Essential functions of the job include:

- Coordinate the conceptual development of events; analyze needs and recommend implementation processes and procedures.
- Develop work plans, timelines and resource allocations for events and programs. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
- Develop event budgets in consultation with the Program Manager; monitor and track expenses.
- Develop RFPs for event-related and program-related contracted services. Direct and oversee contractors and consultants per agreements.
- Select, train and direct event volunteers.
- Manage and participate in event construction or set up and breakdown, including coordination and project supervision of employees and volunteers.

Apply at BeavertonOregon.gov/jobs or at

City of Beaverton Human Resources Department
12725 SW Millikan Way
Beaverton, OR 97005

RESPONSIBILITIES

- Evaluate events post completion. Solicit feedback from participants and attendees. Identify, recommend and implement changes for future improvement.
- Establish and maintain databases, project tracking systems and other technical information systems required for studies, projects and programs.
- Participate in department/division/section operational processes including procedure development and implementation.
- Provide excellent internal and external customer service.
- Develop safe work habits and follow all required safety policies, procedures and techniques.
- Support and respect diversity in the workplace.
- Other duties as assigned.

COMPENSATION

Salary Range: \$23.87 - \$31.99 per hour
Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage. In addition to hourly wage, 4% bilingual pay may be available.



ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. The city is growing and thriving but still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and was recently named one of the 50 best places to live in America by Money magazine. It is a diverse community of approximately 95,000 people where one-in-three residents are a person of color and 99 different languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

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