



Job Announcement

Special Events Coordinator

The City of St. Gabriel is accepting applications for the position of Special Events Coordinator. This is a part-time position.

JOB SUMMARY

Responsible for producing events from conception through to completion. Special Events Coordinator will provide outstanding customer service and organizing memorable events that meet quality expectations.

ESSENTIAL FUNCTIONS:

Event planning, design and production while managing all project delivery elements within time limits
Conduct market research, gather information and negotiate contracts prior to closing any deals
Provide feedback and periodic reports to stakeholders
Propose ideas to improve provided services and event quality
Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
Ensure compliance with insurance, legal, health and safety obligations
Specify staff requirements and coordinate their activities
Cooperate with marketing and PR to promote and publicize event
Proactively handle any arising issues and troubleshoot any emerging problems on the event day
Conduct pre- and post – event evaluations and report on outcomes
Research market, identify event opportunities and generate interest

QUALIFICATIONS

Proven experience as an events planner or organizer
Excellent time management and communication skills
Sales skills and ability to build productive business relationships
Ability to manage multiple projects independently
MS Office proficiency
Willing to submit references from previous clients

The City of Saint Gabriel considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age, sexual orientation and gender identity. All candidates are encouraged to apply. Interested candidates should submit their resume to:

City of Saint Gabriel
City Clerk Office
Human Resource Department
HRDepartment@stgabriel.us
5035 Iberville Street - P.O. Box 597 - St. Gabriel, Louisiana 70776