



# **ASGBC Office of Events and Community Relations**

## **Events Coordinator**

### **Position Description**

Position Summary: The OECR Events Coordinator is responsible for assisting the ASGBC Director of Events and Programs in the planning, organization, and execution of ASGBC events, and activities, as well as assisting the ASGBC Director of Public Relations, and Community Relations Coordinator in the promotion of ASGBC events, and activities as necessary. This work includes coordinating logistics for events, working with internal and external partners, overseeing the finances and record keeping practices of the office and fulfilling all other responsibilities as assigned.

**POSITION:** Events Coordinator

**DEPARTMENT:** Associated Student Government of Bellevue College: Office of Events and Community Relations

**SALARY:** \$19 per hour, up to 19 hours per week

**EMPLOYMENT START DATE:** September 1<sup>st</sup>, 2024

**EMPLOYMENT END DATE:** June 30, 2025

**APPLICATION OPENS:** April 1<sup>st</sup>, 2024

**APPLICATION CLOSES:** May 3<sup>rd</sup>, 2024

Desired Qualifications:

- Event Planning Experience
  - Introduced to the event planning and execution process, whether having hosted an event as an assistant, as a group, or individually.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc.)
- Strong Verbal and Written Communication
  - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
  - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details
  - Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

Required Qualifications:

Events Coordinator applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have completed a minimum of twelve (12) college-level credits taken at Bellevue College.
- c. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- d. Be in good standing with Bellevue College and not on disciplinary probation.
- e. Be in good academic standing, and not be on academic probation.

## Essential Job Functions:

The Events Coordinator of the ASGBC Office of Events and Community Relations (OECR) shall:

- A. Assist the Director of Events and Programs in planning, organizing, and executing various events and activities on campus. Events may include but are not limited to:
  - a. Fall Quarter Back to Campus Event
  - b. De-Stress Events
  - c. Annual ASG Gala
  - d. ASG Elections Events
  - e. Holiday Adjacent/Seasonal Events
- B. Assist the Director of Public Relations and collaborate with the Community Relations Coordinator as necessary to accomplish OECR goals, objectives, tasks, etc.
- C. Coordinate logistics for events including set-up, take-down, check-in, and other aspects as directed by the Director of Events and Programs.
- D. Regularly communicate with collaborators, partners, and vendors in preparation for events.
- E. Oversee the finances of the OECR in direct consultation with the ASGBC Director of Finance.
- F. Oversee the record keeping practices of the OECR in direct consultation with the ASGBC Chief of Administration.
  - a. community engagement efforts, events and activities.
- G. Report directly to the Director of Events and Programs and the Director of Public Relations.
- H. Attend all mandatory training sessions, and retreats.
- I. Attend all OECR meetings as appropriate.
- J. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, OECR Policies and Procedures Manual, and all other relevant governing documents.
- K. Be accountable for fifteen to nineteen hours of work per week. During this period, the Events Coordinator may attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the Director of Events and Programs, Director of Public Relations, and the ASGBC President .
- L. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- M. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- N. Perform related duties and tasks as assigned by the Director of Events and Programs, Director of Public Relations, and the ASGBC President.