

Job Description:

The job of Student Event Coordinator is done for the purpose/s of planning, organizing and implementing student events. S/He will manage or assist in the presentation of workshops to prepare student event coaches, volunteers, and judges associated with the student events. The employee must be proficient in a wide variety of clerical and communication activities and work effectively on both individual and group assignments. S/He will ensure marketing of the student events and solicit support from the community as well as from coworkers. S/He will contact community businesses to solicit donations and contributions to student events. S/He will recruit judges, volunteers and presenters for each event as needed. S/He will provide assistance to clients throughout the county.

Essential Functions:

- < Collaborates with Tulare County Office of Education (TCOE) personnel for the purpose of strategic planning, curricular specific knowledge, sharing resources, and communicating through public channels.
- < Coordinates teams of people from both TCOE and volunteers for the purpose of preparing for and conducting student events.
- < Creates marketing materials for the purpose of promoting student events in both the public and private sector.
- < Develops a network of people and materials for the purpose of providing the necessary assets required for top quality student events.
- < Facilitates meetings for the purpose of bringing stakeholders together to ensure the necessary expertise and support for each event.
- < Maintains accurate records and accounts for the purpose of following budget requirement procedures and hand

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This organization complies with the

This organization is a Drug and Tobacco Free Workplace

This organization requires a minimum of a high school diploma or GED