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Events Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP116	**Community & Recreational Services**	**Events Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**November 6, 2026**

The Events Coordinator plans, organizes, and executes a wide range of public and internal events on behalf of Bernalillo County. This includes managing logistics such as venue selection, vendor coordination, budgeting, scheduling, and on-site operations to ensure successful and engaging events. The position works across departments and serves as a liaison between internal stakeholders and external partners.

FUNCTIONAL AREA

BEHAVIORAL HEALTH

The Events Coordinator plans, organizes, and manages special events that support Behavioral Health Services programs, outreach efforts, and employee engagement. Responsibilities include coordination of logistics, promotion, vendor management, and event execution.

CULTURAL AFFAIRS AND MARKETING

The Events Coordinator is responsible for the planning, coordination, and execution of events on behalf of Bernalillo County. This position is responsible for ensuring all countywide events align with organizational objectives, public engagement goals, government protocols, legal policies and procedures, and county brand standards. The individual is also responsible for the monitoring and evaluation of these events. This role oversees and coordinates the full event lifecycle - from concept development through post-event analysis for all events. The ideal candidate brings strong operational and organizational experience, and the ability to manage complex, multi-stakeholder events in a public sector environment while working with elected officials, community stakeholders and multiple departments throughout the county.

Job Description

DUTIES AND RESPONSIBILITIES

- Plan, coordinate, and oversee a variety of County events such as community events, signature celebrations, public meetings, dedications, clean-ups, and cultural or historical initiatives.
- Recruit, screen, and manage event vendors including food vendors, artists, entertainers, and exhibitors. Ensure compliance with permits, insurance, and licensing requirements.
- Coordinate logistics for event setup, tear-down, volunteer activities, vendor participation, and event operations.
- Manage agreements and permits related to venues, vendors, rentals, and performers. Support contract administration, purchasing, and revenue processing.
- Advise departments on event production strategies, including budgeting, logistics, and presentation methods.
- Attend and support on-site events; conduct post-event evaluations to identify improvements.
- Provide leadership for special projects and initiatives as assigned.
- Represent the County at external meetings, develop community partnerships, and expand outreach efforts.
- Serve on the County's Special Event Review Committee and ensure interdepartmental coordination.
- Supervise project staff or volunteers as assigned.
- Prepare and present monthly reports and updates to department leadership.
- Work evenings, weekends, or holidays as needed.
- Handle confidential records and communications in accordance with County policy.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

FUNCTIONAL AREA

BEHAVIORAL HEALTH SERVICES

- Plan, coordinate, and oversee Behavioral Health Services events such as stakeholder meetings, employee appreciation events, and outreach programs.
- Organize and support large-scale departmental events including Recovery Month, Mental Health Awareness Month, First Responder Thanksgiving Meals, and staff holiday celebrations.
- Coordinate with service providers and stakeholders to ensure event success.
- Represent the department at offsite events, including tabling opportunities, South Valley Pride Day, Pride Parade, State Fair, and Twinkle Light Parade.

- Execute logistics for setup, tear-down, and cleanup for all on-site events. Conduct post-event evaluations to improve future programming.
- Prepare and present monthly event reports and departmental updates.
- Build partnerships with external organizations to support Behavioral Health Services events and outreach efforts.
- Lead special projects in support of Behavioral Health Services goals.
- Maintain confidentiality of sensitive records and communications.
- Duties may vary by position; allocation is based on time spent in essential functions.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

CULTURAL AFFAIRS AND MARKETING

- Plan, coordinate, and oversee a variety of County events such as community and signature events sponsored by elected officials, public meetings, dedications, and cultural or historical initiatives.
- Recruit, screen, and manage event vendors including but not limited to food vendors, craft and artisan vendors, entertainment, and exhibitors. Ensure compliance with permits, insurance, and licensing requirements.
- Coordinate and execute logistics for event setup, tear-down, volunteer activities, vendor participation, and event operations.
- Manage agreements and permits related to venues, vendors, rentals, event registration sites, and performers. Support contract administration, purchasing, and revenue processing.
- Advise departments and elected officials on event planning strategies, including but not limited to budgeting, logistics, and presentation methods.
- Conduct post-event evaluations to improve future programming.
- Provide leadership for special projects and initiatives as assigned.
- Represent the County at external meetings, develop community partnerships, and expand outreach efforts.
- Oversee project staff or volunteers as assigned.
- Handle confidential records and communications in accordance with County policy.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***■

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Marketing, Communication, Public Relations, Public Administration, Business Administration or a related field.

- One (1) year experience as a special event coordinator.

CULTURAL AFFAIRS AND MARKETING

- Bachelor’s degree in Hospitality Management, Marketing, Communication, Public Relations, Public Administration, Business Administration or a related field.
- One (1) year experience as a special event coordinator.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- One year project lead experience.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most work is performed indoors in a climate-controlled environment.
- Primary work surfaces include carpeted or tiled floors.
- Work may be performed independently, in teams, or with volunteers.
- Regular evening, weekend, and holiday work is required.
- Occasional outdoor work in varying weather conditions.
- Must be able to stand or walk for extended periods (up to 16 hours in a single day during events).

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.

- Handles paperwork, reports, contracts, schedules, promotional materials, and a variety of office supplies in support of planning and executing events.