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Events Coordinator (Sports)

JOB CODE	JOB FAMILY	PROFILE
JCP215	**Community & Recreational Services**	**Events Coordinator (Sports)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**November 6, 2026**

The Events Coordinator (Sports) plans, develops, and manages sports events, special events, and fitness programs at County parks and facilities. Coordinates activities with community sports organizations, nonprofit groups, and public/private partners to support and promote recreational programs. Recommends policies, programs, and budget strategies to help achieve section goals and increase community engagement.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and oversees County sports events and leagues; recommends new programs and improvements to existing sports and fitness offerings.
- Trains section staff on sports and fitness program fundamentals, including league scheduling, tournament setup, and operations.
- Maintains and coordinates the master schedule for outdoor facility use; monitor and manage facility use agreements.
- Serve as a member of the Bernalillo County Youth Sports Commission, which reports to the Board of County Commissioners.
- Represent the department on the Special Event Review Committee; serve as the liaison for public and private events, ensuring all planning elements are identified and executed.

- Lead special projects and events at section facilities; recruit and manage vendors and review permits, licenses, and insurance for compliance with County and State regulations.
- Work on site during events; coordinate logistics for setup, load-in, cleanup, and teardown; conduct post-event evaluations to identify improvements.
- Promote programs, facilities, and events to the public; meet with neighborhood associations, teams, and officials as assigned.
- Collaborate with County departments on event planning, budgeting, historical context, and goals; serve as a subject-matter consultant for sports event production.
- Supervise, direct, and provide project leadership for assigned special events aligned with County functions.
- Develop partnerships with external organizations to support ongoing and new programming; attend meetings and build relationships with stakeholders.
- Attend community and industry events for outreach, research, and trend analysis.
- Verify accuracy and approve contractual payroll based on league game reports submitted by field and gym supervisors.
- Prepare and submit monthly department reports and deliver presentations to relevant staff or leadership.
- *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, Communications, Public Relations, Public Administration, Business Administration, Sports Management, or a related field.
- Two (2) years of work experience in sports management, special events, recreation, or community program administration.

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

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

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

- Successful completion of a post-offer employment medical examination and background investigation.
- 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 essential duties are performed indoors in a climate-controlled environment.
- Primary work surfaces include carpeted or tiled flooring.
- Work is performed independently, with a team, or with large groups depending on the assignment.
- Position may require working evenings and weekends.
- Outdoor work may be required year-round, in varying weather conditions.
- Position may involve standing or walking for up to 16 hours during event production.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various types of paperwork and forms are handled in the performance of duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.