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Events Coordinator Senior

JOB CODE	JOB FAMILY	PROFILE
JCP216	**Communications and Public Affairs**	**Events Coordinator Senior**
PAY TYPE	PAY RANGE	REVISION DATE
Salary	**$54,018.00 - $85,363.00**	**June 9, 2026**

The Events Coordinator Senior supports County departments in planning and facilitating special events, including grand openings, public meetings, groundbreakings, ribbon cuttings, dedications, concerts, and community initiatives. Coordinates cultural, historical, tourism, and cleanup events. Responsibilities include recruiting and managing vendors—such as food trucks, artisans, entertainers, and growers—while ensuring compliance with permits, licensing, and insurance requirements. Maintains a vendor database and supports event programming across County facilities.

FUNCTIONAL AREA

CULTURAL AFFAIRS AND MARKETING

The Events Coordinator Senior for the Cultural Affairs & Marketing Department is responsible for the strategic planning, management, and execution of high-profile events on behalf of Bernalillo County; including but not limited to elected Officials (Commissioners) sponsored events. This position is responsible for ensuring all 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 evaluation of high- impact events. This role oversees and coordinates the full event lifecycle- from concept development through post-event analysis.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, and oversees County sports events, leagues, and fitness programs; recommends new offerings and improvements to existing programs.
- Trains section staff on the principles and history of sports and fitness, including league scheduling, tournament brackets, and tournament operations.
- Maintains the master schedule for PROS outdoor facility use and monitors related facility use agreements.
- Serves on the Bernalillo County Youth Sports Commission, which reports to the Board of County Commissioners.
- Serves and supports the Bernalillo County Special Event Review Committee; acts as liaison for public/private functions to ensure all elements of the event are planned and executed.
- Serves as lead coordinator on special projects and events at County facilities. Recruits and manages event vendors; reviews permits, licenses, and insurance for compliance with County and state regulations.
- Works on-site during events to coordinate set-up, logistics, load-in, cleanup, and tear-down; conducts post-event evaluations to improve future events.
- Creates and distributes public information about programs, facilities, and activities. Meets with neighborhood associations, teams, and officials, as assigned.
- Consults with departments regarding event planning, including budgeting, historical background, and goals.
- Supervises and provides consultative or project leadership on assigned special event projects as needed.
- Builds and maintains partnerships with outside organizations to support new and ongoing programming.
- Attends other events for outreach, networking, and researches on trends in sports and event programming.
- Verifies and approves contractual payroll based on league game reports from field and gym supervisors.
- Prepares and presents monthly departmental reports.
- Works evenings and weekends as required.
- Handles sensitive or confidential records, plans, documents, or decisions while maintaining confidentiality.
- Duties listed are representative; individual positions may not include all duties listed. Allocation of duties is based on time spent performing each function.
- ***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

CULTURAL AFFAIRS AND MARKETING

- Lead the planning and delivery of events, including ribbon-cuttings, large district events, cultural focused events, special programs, and official ceremonies.

- Develop event strategies that support Bernalillo Counties branding, marketing, priorities, public communication efforts, and stakeholder engagement.
- Assist with budgets, procurement processes, and vendor contracts in compliance with regulations and policies.
- Closely coordinate and collaborate with internal departments, elected officials, community partners, and external vendors.
- Oversee logistics including venue selection, permits, security coordination, accessibility compliance, and risk management.
- Lead event committee meetings, develop event timelines, run-of-show documents, and contingency plans.
- Lead and mentor a team of part-time, seasonal recreation specialists.
- Evaluate event success through metrics, reporting, and stakeholder feedback.
- Represent Bernalillo County professionally in public-facing environments.
- Develop and maintain event operations manuals, standard procedures, and post-event documentation for future planning and consistency.
- Coordinate volunteer recruitment, training, scheduling, and recognition efforts to support successful event execution.
- Monitor industry trends and recommend innovative event practices, technologies, and programming enhancements.
- Prepare and deliver presentations, briefings, and updates to leadership, stakeholders, and community groups regarding event initiatives and outcomes.
- Foster inclusive, community-centered programming that reflects the diverse interests and needs of Bernalillo County residents.
- ***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***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Marketing, Communications, Public Relations, Public Administration, Business Administration, or a related field.
- Two (2) years of related work experience as a special event coordinator.

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.
- Position may require the ability to lift, carry, and move items weighing up to 25 pounds as needed for event setup, production, and operational support.

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.