



Coordinator III, Engagement and Events

Position Details

Job Code: U7402

Reference Code: A457

Division/Unit: Community Engagement

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to promote professional relationships and strengthen business ties to benefit the Clark County School District (CCSD). This position is responsible to the Director, Engagement and Events Department, Community Engagement Unit (CEU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitors and evaluates the Engagement and Events Department and related activities for effectiveness and operational efficiency.
2. Manages, develops, and implements initiatives and recognition programs that successfully highlight work with diverse communities and populations.
3. Manages the development and promotion of several CCSD events and activities.
4. Serves as a contributing member on various boards or committees that directly affects projects assigned.
5. Develops trusted relationships with CCSD, families, businesses, and community leaders to ensure effective districtwide, customer service standards and practices.

6. Represents the Director, upon request; participates and represents CCSD at both small and large-scale events.
 7. Reviews event guides, invitation protocols, and special programs for alignment and appropriateness to CCSD policies and regulations.
 8. Collaborates with and supports the Director by facilitating a positive impact on public perception and engagement with business partners and programs to support CCSD.
 9. Coordinates and oversees writing and editing of press releases, social media and video content.
 10. Develops ways to monitor and evaluate the effectiveness of customer service and employee recognition events.
 11. Supervises and evaluates performance of assigned staff.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of various cultural groups and cross-cultural techniques.
2. Knowledge and understanding of CCSD curriculum and standards.
3. Knowledge of federal, state, local mandates, laws, policies, regulations, and rules applicable to CCSD and the unit.
4. Knowledge of educational needs, goals, and objectives of CCSD.
5. Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA) regulations.
6. Knowledge and understanding of the nationally recognized standards of customer service and employee recognition programs.
7. Knowledge of CCSD organization, operations, policies, and objectives.
8. Knowledge of policies and objectives of assigned programs and activities.
9. Knowledge of and ability to work with complex initiatives or programs involving external audiences.
10. Knowledge of and ability to coordinate large events, including pre-planning, budgeting, implementation, day-of-event problem solving, and post event-debriefing activities.
11. Knowledge of and ability to use different graphic design platforms.
12. Skilled in diplomacy, judgment, leadership, and problem solving.
13. High-level of self-confidence, initiative, and motivation.
14. Well-versed in multi-cultural and diversity principles, especially as it relates to effective multi-targeted communication and engagement.
15. Ability to communicate verbally and in writing; effective communication, collaboration, and interpersonal skills.

16. Ability to effectively work well with others.
 17. Ability to work under pressure, meet deadlines and manage more than one project at a time.
 18. Ability to recruit and train volunteers.
 19. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) or more years of involvement and leadership in coordinating large-scale events and initiatives - to include pre-planning, budgeting, implementation, day-of-event problem solving, and post-event debriefing activities.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. An earned master's degree from an accredited college or university.
2. Bilingual (advanced writing/speaking/reading) English and Spanish.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or

other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 01/18/24