



COME TOGETHER & THRIVE

Job Description

Organization	City of South Euclid, 1349 South Green Road, South Euclid, Ohio 44121
Department	Municipal Complex
Position	Event Coordinator; Permanent; Full Time; Non Exempt
Supervisor	Director of Parks & Recreation
Organization Summary	The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit friendly community of over 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include educational and medical institutions, manufacturers, national retailers and restaurants, small businesses, and professional offices.
Position Summary	The City of South Euclid is seeking a motivated and creative professional for the position of Event Coordinator. Responsible for the planning and implementation of multiple City events, the position demands exceptional organizational skills, superb customer service, and hands-on leadership. The position will also oversee management of a new civic engagement space in the downtown district, and work in close partnership with the City's community development corporation, One South Euclid.
Position Responsibilities	<ul style="list-style-type: none"> ● Plan, organize, direct, supervise, and promote assigned events including: <ul style="list-style-type: none"> ○ Scheduling and leading meetings, designing marketing materials, engaging stakeholders and volunteers, resolving issues, setting up and breaking down events, and auditing. ● Oversee management of a new civic engagement space in the downtown district including: <ul style="list-style-type: none"> ○ Procuring equipment, securing vendors, and programming entertainment. ○ Performing sales, maintaining budgets, and preparing financial reports. ● Perform administrative and general office duties as assigned.
Position Requirements	<ul style="list-style-type: none"> ● Associate degree from an accredited university in fields related to hospitality, marketing, or communications with documented work experience in event or project management. ● Experience with Adobe Creative Cloud or other graphic design software preferred. ● A valid State of Ohio driver's license. Insured automobile preferred, but public transit is available. ● Strong written and verbal communication skills. ● Comfortability engaging residents and community leaders individually or in large groups. ● Ability to work independently and demonstrate initiative during periods of minimal supervision. ● Physical ability to work outdoors potentially during inclement weather. ● Physical ability to operate a computer, climb stairs, and move or lift objects up to (50) pounds. ● Availability to work a flexible schedule including evenings, weekends, and holidays as needed.
Compensation	<ul style="list-style-type: none"> ● \$15.00 - \$25.00 per hour. ● Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance. ● Paid holidays include New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. ● Employer sponsored health insurance including vision, dental, and life insurance options. ● Ohio Public Employees Retirement System (OPERS).

Equity & Inclusion	The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other protected status.
Application	This position description was posted on January 4, 2023. To apply, candidates should submit a cover letter and resume in PDF format to parks@seuclid.com by February 3, 2023 at 4:30 PM. No phone calls please.