

JOB ANNOUNCEMENT

Title: Event Coordinator

Requisition Num.: 012-2024

Open Date: 04/08/2024

Closing Date: Until Filled

Department: Administration

Classification: Full-Time/Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct supervision of the Public Safety Manager, the Event Coordinator assists with the design that the Senior Club Committee has for their signature events and special project by coordinating, planning, development and managing a broad range of events for the Senior Club Committee. Serves as a logistical coordinator for conferences, workshops, banquets, and special events. Develop event budgets; monitor and track expenses to stay within budget parameters for each event. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- The Event Coordinator reports to the Public Safety Manager and works collaboratively with the Senior Club.
- This position is responsible for coordinating and supporting the Senior Club events and special projects by prioritizing and planning work activities; plans for additional resources; aids in establishing goals and objectives; organizes or schedules tasks for the Senior Club by developing realistic action plans for target dates.
- Responsible for all planning logistics and implementing all aspects of assigned events.
- Manage own workflow, deadlines and make decisions necessary to ensure event success.
- Works with venues to check availability and reserve space.
- Coordinate the direct mail pieces, email communications, invitations, collateral, event agendas, post event surveys and timelines.
- Research and coordinate various event vendors such as audio visual, photographers and entertainment, etc.



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Provide research when needed to explore event related options such as give-away items, cost comparisons, vendor alternatives and provide cost-saving ideas.
- Daily use of event software to build registration websites, upload names, update information, online registration, RSVP management and generate reports.
- Coordinate the shipping and receiving of event and/or marketing related materials.
- Build and distribute post event surveys and be able to use results to improve future events.
- Works within approved budget; develops and implements cost saving measures; conserves organization resources and is responsible for processing event invoices, track related expenses and provide a final event budget summary.
- Maintain planning documents, tracking, and reporting tools for program evaluations and measurement.
- Direct interaction with members, executive team, and speakers relating to events.
- Work cross functionally with other departments on event related projects.
- Project manages assignments from start to completion and is flexible when direction needs to shift.
- Strategically think through projects and not just execute them.
- Other event planning/project management duties as assigned.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Proficient with Microsoft product (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problem, problem solving skills through the use of available trainings and helpdesk.
- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- There are multiple deadlines associated with this position and the employee may be required to work long hours, weekends and travel may be required when necessary to reach goals, as approved by the Public Safety Manager.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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JOB RESPONSIBILITIES CONT'D

- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and training.
- Perform other related duties as required.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

JOB QUALIFICATIONS

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Graduation from college and two years of related experience; or an equivalent combination of education and experience.
- Exceptional organizational, verbal, written communication, proofreading and presentation skills.
- Intermediate experience in marketing, project, and program management.
- Strong attention to detail, planning skills, and ability to accomplish multiple priorities in a fast-paced environment working with multi-level distractions.
- Extremely well organized, proactive, punctual, and reliable.
- Ability to exercise good judgment in a variety of situations.
- Ability to effectively and efficiently plan and coordinate projects.
- The ability to research and analyze various different types of data information.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and is able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
