

Events Coordinator 3
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=253584>

Downloaded On: Mar. 3, 2025 4:14pm

Posted Feb. 21, 2025, set to expire Mar. 8, 2025

Job Title	Events Coordinator 3
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Feb. 21, 2025
Application Deadline	03/08/2025
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Administrative Support/Services
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Job Description	

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Events Coordinator 3

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC President Office

Salary Range: \$3,393 - \$4,517



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Starting salary for this position is: \$3,393 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 02/25/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

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About the Events Coordinator 3

JOB SUMMARY

Under the general direction of the Centralized Scheduling Manager, the Campus Events Coordinator provides customer service and technology support for events and activities at Spokane Community College (SCC). This role involves supporting events held in gyms, classrooms, auditoriums, and conference rooms. The coordinator works with outside clients who rent SCC facilities and campus departments hosting events.

This position works a flexible schedule to include nights and weekends when events are scheduled.

A successful candidate will demonstrate a customer service mindset, the ability to communicate clearly and build trust in business relationships, and the ability to stay calm under pressure and problem-solve.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Maintain relationships with facility users. Plan, coordinate, and support all aspects of event management, operations, and logistics. *
- Coordinate multiple events at once. *
- Provide day-of coordination and support. Resolve problems that arise at events. *
- Make sure facilities and rooms are properly equipped for events. *
 - Move and set up tables and chairs.
 - Set up audio, visual, and video conferencing equipment. Produce streaming events by ensuring all recording, switching and distribution equipment is working properly throughout the event.
 - Post-event reset room and move equipment and furniture to storage. *
- Schedule event support from IT when specialized technology is needed. *
- Schedule event support from Facilities for clean-up before/after events and occasionally for help moving equipment and furniture to set/reset rooms. *
- Work with Campus Security to determine if an event needs security and to schedule security staff when needed. *
- Discuss event costs with the client. Prepare a contract for all event costs including security and facilities costs. May negotiate with the client. *
- Perform daily administrative event tasks such as issuing invoices and collecting payments. *
- Assist in event scheduling and tracking using 25Live (room scheduling software). *

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- Assist with monitoring the use and condition of facilities, equipment, and storage spaces. Recommend facility maintenance and purchasing of equipment for the Centralized Scheduling Office. *
- Submit and follow up on Facilities maintenance work orders and IT support tickets. *
- Direct the work of part-time and work-study staff. *
- May assist with graduation ceremonies at campus-owned facilities. *
- May coordinate with the Spokane Colleges' Marketing team to help promote events and SCC's rentable spaces. This may include creating and disseminating promotional materials via social media.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges' strategic plan, and perform other duties as assigned. *

** Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- One year of experience in customer service, events, hospitality, or planning, including experience with common conference technologies and software. Or an equivalent mix of education and

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experience that demonstrates the candidate meets all competency requirements for this position.

- Ability to operate a variety of cameras, streaming devices, projectors, webcams, document cameras, and other audio/visual equipment to facilitate in-person, streaming, and hybrid (in-person and online) events.
- Experience using web-based video conferencing or streaming platforms (Zoom, Teams).
- Knowledge of presentation software (Prezi, PowerPoint).
- Ability to drive customer satisfaction through superior customer service.
- Ability to effectively organize and prioritize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality, and meet deadlines.
- Ability to work on and pivot between multiple tasks and work in a fast-paced environment.
- Excellent interpersonal, oral, and written communication skills.
- Ability to work a flexible schedule.

DESIRED QUALIFICATIONS

- High school diploma or equivalent.
- Certificate or degree in hospitality or relevant field.
- Experience in TV, Theater, Film, and recorded or live music production.

PHYSICAL REQUIREMENTS

- Work requires long periods of standing and walking.
- Work is active.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Occasional to frequent change in position from sedentary, standing, stooping, kneeling, crawling, climbing and walking.
- Operates and controls the movement of power tools and large powered and non-powered equipment.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- May require local or regional travel to rural campuses.
- May be required to work alternate shifts.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

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Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or



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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/events-coordinator-3-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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