

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

REPOST

Civil Service Title: Administrative Manager	Level: N/A
Title Code No: 10025	Salary: \$70,000-\$90,000 Frequency: ANNUAL
Business Title: Events Coordinator	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 219021	Hours/Shift: Day Tour (occasional evenings and weekends)

Job Description

The New York City Department of Correction seeks to recruit an enthusiastic professional to serve as an Events Coordinator. Under general supervision and with latitude to exercise independent judgement and initiative, the successful candidate will be tasked with planning, organizing, coordinating, promoting, and facilitating departmental special events, activities and ceremonial occasions throughout the year. Typical duties of this position will include but is not limited to:

- Coordinating events to include graduations, recognition and awards ceremonies, memorial ceremonies, and special observance events, etc.;
- Coordinating event promotions, venue recommendations, correspondences, invitations, registrations, preparing follow up materials and on-site details;
- Briefing the Commissioner or appropriate senior leadership on event details, remarks, and other considerations;
- Conducting research, making site visits, and finding resources to determine event possibilities;
- Creating detailed plans for all events, including timelines, venues, vendors, staffing, and budgets, and, where applicable, sponsors;
- Managing assigned staff in execution of event planning efforts;
- Planning the event logistics to include booking and reserving meeting/venue space, room set-up, refreshments, audio visual equipment, décor, etc.;
- Analyzing the success of each event and proposing creative improvements;
- Partnering with the Department's public affairs team and internal clients to prepare communication materials for various events, including invitations, publications, posters, brochures, and signage, etc.;
- Creating cost proposals, budgets and recaps for special events;
- Developing and maintaining positive professional relationships with vendors, as well as internal and external clients through excellent written and verbal communications;
- Serving as the prime contact for coordinating and promoting departmental activities and special events;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills

A minimum of 3 years of professional experience in planning and coordinating special events is preferred;
Ability to handle a high volume workload, multiple assignments, pay attention to detail, and produce results with accuracy and reliability while demonstrating a calm demeanor in stressful situations;
Ability to thrive in a fast-paced, dynamic environment, prioritize daily workflows, and meet deadlines;
Ability to work independently in a fast-paced environment with minimal supervision;
MS Office (Word, Excel, Access, PowerPoint, Outlook) proficiency; Ability to learn specific industry software;
Excellent grammar, editing, proofing, organizational, research, interpersonal, and problem-solving skills;
Experience using mail merges, creating graphics, utilizing databases is preferred;
Strong commitment to providing exceptional customer service.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **219021**
For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **219021**
Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Post Date: 10/14/15

Post Until: 6/20/16

The New York City Department of Correction and The City of New York are Equal Opportunity Employers