



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Special Projects Coordinator	LAST UPDATED:	7/01/13
DEPARTMENT:	Economic Development Corporation	JOB CLASS:	
REPORTS TO:	EDC Office Manager	FLSA DESIGNATION:	Non- Exempt

Summary: Under general direction of the EDC Office Manager, the Special Projects Coordinator assists and supports the EDC Staff in planning, researching, coordinating, and implementing economic development projects and activities and other related special projects as assigned.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Plans, coordinates and implements projects for the Economic Development staff, which includes, but is not limited to, meetings, presentations and other related development activities.
- Assists with development of projects including plans, activities, agendas, meeting arrangements, meeting minutes, reports, presentations, budgets and other activities as assigned.
- Assists to ensure all deadlines and commitments are met timely and per project goals and objectives.
- Assists with developing, implementing and coordinating marketing and communication activities as assigned to promote EDC programs, services and special events.
- Monitors and coordinates budgets for assigned projects and events.
- Verifies the work of vendors for accuracy, completeness and compliance with applicable standards.
- Prepares and maintains internal and external reports as assigned.
- Develops and maintains records and reports for assigned meetings and provides appropriate information and follow-up reports to EDC staff.
- Develops and maintains positive working relationships with vendors, customers, other agencies and EDC staff.

Other Important Duties:

- May be required to work evening and weekend events as assigned.
- Travels to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Skill in public relations and communicating with a wide variety of people.
- Ability to convert client conceptual requirements into written instructions.
- Ability to coordinate several events at various stages.
- Ability to work irregular hours and weekends.
- Ability to maintain and enforce policies and procedures.
- Ability to oversee all aspects of services and resolve problems.
- Ability to complete assignments with limited direction and supervision.
- Ability to work under deadlines and stressful situations.
- Ability to resolve problems quickly and effectively.
- Ability to multi-task.
- Proficiency in the use of computers and related equipment, hardware and software.
- Must possess strong organizational skills.
- Must possess strong creativity skills.
- Must possess strong written and oral communication skills.

Required Education, Training, Experience, Certificates, and/or Licenses:

- Associate's Degree in Public Relations, Hospitality, Leisure Services, Communications, Marketing, or related field and five (2) years administrative experience in Special Events, Media, Public Relations, or equivalent combination of education and experience.
- Must pass pre-employment drug screen, criminal background, and MVR check.
- Must possess valid State of Texas class C driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting, off site and at special events.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, bending, reaching, kneeling and lifting such as setting up for meetings and events, transporting audiovisual equipment, or materials and supplies.
- May be subject to exposure to extreme weather conditions during special events and/or when broadcasting live from special events, issuing media briefings or during public emergencies.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, camera and department vehicles.

Approved By:

Signed by Nancy Windham, EDC Vice-President
Nancy Windham, EDC Vice-President

08/27/2013
Date


Shannon Allyn, HR Generalist

07/02/2013
Date