



**TRIBAL GOVERNMENT**  
**Events & Marketing Coordinator**  
Position Description

Reports to: Marketing Communications Manager	Open: Immediately
Job Class: Non-Exempt; 40 hours per week	Closes:
Email resumes to: HR@paskenta.org	Projected Start Date:
<i>"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (<b>Chapter 1-715</b> of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."</i>	

**DESCRIPTION & DUTIES**

Reporting to the Marketing Communications Manager and serving as an integral part of the Paskenta Communications team, the Events & Marketing Coordinator is responsible for the management and coordination of all events of the Tribal Government. Additionally, this position assists in storytelling, content creation, and design for the Tribe, as well as the maintenance of communication channels. The Events & Marketing Coordinator develops and maintains relationships with vendors, individuals, and organizations who support the Tribe's events and activities, and works with a variety of stakeholders to identify and meet requirements and expectations for each event.

**DUTIES & RESPONSIBILITIES:**

- Plan, implement, and follow-up for all special events and annual meetings.
- Brainstorm and implement event concepts and themes.
- Supervise and coordinate with event contractors including suppliers, caterers, staff, and entertainment.
- Coordinate all logistical elements of the event, including developing standard event protocols and procedures.
- Prepare event budgets and process invoices.
- Develop and manage event timeline and project trackers.
- Coordinate digital and print event marketing campaigns, including copywriting, content creation, editing, design, and implementation.
- Research and book venues.
- Responsible for set-up, tear-down, and clean-up operations.
- Develop post-event surveys to track the effectiveness of each event.
- Responsible for managing the rental process and ensuring the smooth operation of events held at the community center. This will include managing a community center calendar, maintaining records of rental documents and coordinating with the Facilities Manager to ensure seamless and effective management of the community center rentals.
- Assist the Marketing Communications Department in communications and setting up meetings. Maintains the inventory of the Marketing Communications Department.
- Sort, lift and push moderate to heavy loads of items.
- Other duties, as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent organizational skills with the ability to multitask under pressure.
- Strong communication and interpersonal skills.
- Creative, out-of-the-box thinking.
- Demonstrated experience in social media management & content creation
- Ability to lead a team and delegate tasks effectively.
- Meticulous attention to detail.
- Expert time management skills.
- Financial savvy, with the ability to adhere to plan budgets and process invoices.
- Must be proactive and take initiative.

## **MINIMUM QUALIFICATIONS & REQUIREMENTS:**

- Degree in hospitality, marketing, management, or related field (preferred).
- 2 years' of professional experience event management with a track record of successful events.
- Demonstrated experience in supporting management.
- Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
- Possess valid California Driver's License and be insurable by the Tribe.

## **NOTE TO APPLICANTS**

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is required to stoop. The employee must lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move Paskenta Band of Nomlaki Indians property. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work-related documents. Acute hearing is required. Typically, office work setting conditions.

*THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.*