PART TIME EVENT COORDINATOR
Wenatchee campus. Work up to 79 hours per month on a temporary hourly basis.

HOURLY RATE:
$15.61 per hour

POSITION DESCRIPTION:
Positions at this level work independently and follow generally defined methods to perform assigned activities. Incumbents typically provide detail support services for single-day conferences, seminars, and workshops. Incumbents review events and services to be provided for compliance with applicable laws, regulations, and policies; have financial responsibility for contracts negotiated and fees charged; and represent conference services to outside organizations and the community. Incumbents assist higher level staff with longer, more detailed multi-day events.

TYPICAL DUTIES:
• Reviews events and services to be provided for compliance with applicable laws, regulations, and policies;
• Provides information regarding details of current or scheduled conferences such as location, registration process, dates, times, and deadlines;
• Prepares, compiles, and assembles printed conference materials, such as brochures, publicity releases, and course materials; arranges for reproduction and mailing of materials;
• Participates in planning sessions by answering questions regarding arrangements, taking notes of sessions, and reminding participants of deadlines;
• Maintains contact with conference sponsors; monitors conference expenses against established budget; monitors established conference timeline;
• Provides on-site coordination of registration such as nametags, packet materials, rosters, and program evaluation forms; assures that physical details such as furniture arrangements are completed and that supplies and media equipment are ready;
• Receives calls after hours to resolve problems that arise with events;
• Arranges for tours and special events connected with conferences;
• Composes and types memoranda and correspondence to speakers, conference participants, site personnel, and others involved with conferences;
• Prepares purchase requisitions, travel vouchers, and conference agreements; arranges for payment of speakers; orders supplies;
• May occasionally coordinate support service for repeated or routine multi-day events;
• May supervise lower level staff;
• Perform other related duties as needed.

PREFERRED QUALIFICATIONS:
• High school graduation or equivalent.
• Two years of work experience involving public contact such as secretarial, sales promotion, setting up conferences, public information, or in the hospitality industry.

BENEFITS:
The position is not benefit eligible.

APPLICATION PROCEDURE:
• A cover letter which summarizes how your education, training and experience demonstrate your ability to perform the duties and responsibilities. The letter should also include a statement of how you meet the preferred qualifications.
• A current resume which includes dates of employment.

Application materials must be sent to:
Wenatchee Valley College
CONDITIONS OF EMPLOYMENT:
- In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
- All offers of employment are subject to background checks. 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.
- Finalists are required to complete the sexual misconduct disclosure form as required under RCW 288.112.080.
- Proof of completed COVID-19 Vaccination is required upon hiring and employment at WVC.
- A valid Washington state driver's license may be required.

Reasonable Accommodation:
Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state’s free telecommunication access service.

Equal Opportunity Employer:
Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:
- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Director of Student Access, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed and or modified at any time.

Wenatchee Valley College is an equal opportunity employer