

MANHATTAN BOROUGH PRESIDENT'S OFFICE

Office Title: Special Events Coordinator	Civil Service Title: Assistant to the President
Division/Work Unit: Executive	Salary: \$40,000-\$55, 000
Work Hours: 35 hours per week. Must be flexible with work schedule. Occasional weekend and evening hours required	Work Location: One Centre Street, NY, NY

JOB DESCRIPTION

Manhattan Borough President Gale Brewer seeks a **Special Events Coordinator** to be part of her collaborative, energetic, and innovative team. Prospective staff member must be committed to seeking out new and better ways for the Manhattan Borough President's Office (MBPO) to connect with and deliver for the borough's diverse neighborhoods, communities and constituents. Under the direction of the Chief of Staff, the Special Events Coordinator will manage the planning and execution of special events which range from cultural celebrations, public hearings, town halls and large scale policy conferences. The Special Events Coordinator will also be responsible for researching and designing new and different types of events.

Specific responsibilities include but are not limited to:

- Coordinate all aspects of executing large scale events, including producing timelines and budgets for each event and handling invitation production, catering, staffing, vendors (caterers, designers, printers, entertainment, etc.), research and selection of appropriate venues;
- Work with appropriate staff to assure quality of event programming and attendance;
- Work with Communications staff to coordinate event promotion and press coverage;
- Assume day- of event leadership;
- Manage and delegate event related tasks to staff, volunteers and interns;
- Track RSVP's, paying special attention to VIPs and special accommodation requests (e.g. providing translation services or accommodations for the visually impaired, etc.)
- Assist with special projects identified by the Borough President

REQUIRED QUALIFICATIONS

1. A baccalaureate degree from an accredited college or university and two (2) years of satisfactory, full-time related experience in event planning and fundraising for the public sector.
2. Must be detailed-oriented, well organized, have effective communication (written & oral), be a team player and ability to multitask.
3. Must possess excellent troubleshooting skills, work well under pressure, meet tight deadlines and have the ability to manage a tight budget.
4. Knowledge of the Microsoft Office Suite (word, excel, powerpoint,).

TO APPLY

Interested candidates should email a cover letter and resume in a word or PDF document to: resumes@manhattanbp.nyc.gov with “**Special Events Coordinator**” in the subject line.

You must also apply for position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# **197439**.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer