



Minneapolis Park and Recreation Board Event Coordinator, Community

SALARY	\$35.50 - \$41.93 Hourly \$73,840.00 - \$87,214.40 Annually	LOCATION	P7250
JOB TYPE	Full-time	JOB NUMBER	REQ00982
DIVISION	Minneapolis Park & Recreation Board	DEPARTMENT	Minneapolis Park & Recreation Board
OPENING DATE	04/18/2024	CLOSING DATE	5/9/2024 12:00 PM Central

Summary

The Minneapolis Park & Recreation Board is seeking an outgoing and motivated Event Coordinator to coordinate, plan, organize, control and monitor activities to ensure delivery of events for the MPRB that are consistent with the organization's comprehensive plan and the mission and goals of the organization.

This position will be required to work an alternate work schedule to include evenings, weekends and holidays.

JOIN OUR CREW, WE NEED YOU:

Join the Minneapolis Park and Recreation Board and make a difference in your community!

We are looking for seasonal workers who love nature, people, and fun. Apply today and enjoy learning new skills, meeting new friends, and serving the community, all while working in our beautiful park system. Whether you are interested in recreation, environmental education, maintenance, or customer service, we have a job for you!

Don't miss this opportunity to be part of one of the premier park systems in the United States. Our picturesque lakes, neighborhood parks, recreation centers and diversified programming make the park system an important component of what makes Minneapolis a great place to live, play and work!

What You'll Do

- Manage, coordinate, and ensure effective and innovative city-wide events for the MPRB that are consistent with the organization's comprehensive plan and the mission and goals of the organization.
- Effectively perform administrative functions and details of event management to ensure all aspects of events are coordinated and integrated for the successful delivery of multiple city-wide or permits events.
- Stay current with event industry best practices and standards to ensure that the MPRB is an innovative leader in the area of operating and promoting special events.
- Evaluate MPRB events using staff and participant feedback, and implement changes when appropriate to strengthen and enhance events.
- Work collaboratively with Communications and Marketing Department to promote interest in city-wide events through various promotional venues, social media, resource fairs, and presentations before citizen groups, student and other organizations; design and produce flyers, posters and brochures to promote MPRB events.
- Work with neighborhood councils and organizations, MPRB and partner agency staff, elected officials, private and public agencies, and other groups to plan MPRB events, including attending and coordinating organizing committee meetings.
- Creates, produces and maintains exhibitor application forms, and contracts, and sponsorship contracts.

- Foster and demonstrate effective relationship building in a collaborative environment including working across department lines and forming partnerships that foster better citizen services; eliminate barriers to achieving results; take full advantage of available resources; and provide input in the development of service area and department short and long range plans.
- Assist MPRB in identifying and addressing the park and recreation needs of underserved and under-represented communities.

What To Bring

Need to Have:

- Bachelor's Degree from an accredit college or university in Event Management or related field.
- Experience in coordinating special events: at least 2 years.

--OR--

- Bachelor's Degree in an unrelated field.
- Experience in coordinating special events: at least 3 years.

--OR--

- An equivalent combination of related experience and education and training may be considered.

Licensing Requirements:

- Valid driver's license.
- CPR-AED certification or obtain within 2 years of employment.

Skills Crucial for Success in This Role:

- Knowledge of contemporary and best practices for fund raising and grant writing.
- Knowledge of the operation of video and audio equipment.
- Ability to critically analyze operations, collaboratively design and institute improvements without disruption of existing operations.
- Ability to make decisions independently and as part of a collaborative process.
- Ability to work proactively to resolve problems and conflicts that surface.
- Ability to provide both oral and written communication that is easily understood and in its content and listen effectively to thoroughly understand the intended message.
- Ability to set appropriate priorities while coordinating multiple tasks/projects and meeting critical deadlines.
- Outstanding customer service principles and practices and standards for a diverse customer base.

Schedule Requirements:

- Will be required to work an alternate work schedule to include evenings, weekends and holidays.

Additional Information

Job Information Session: A 30-Minute Job Information Session will be held on Tuesday, April 30, 2024 at 11:00AM CT via conference call. This is your opportunity to ask questions about the position and to gain a better understanding of the civil service application process. Interested parties are encouraged to listen by calling **(612)230-6595**.

[View](#) a full list of qualifications and job description

[Learn more](#) about Veteran's Preference

Selection Process:

To apply for this full-time civil service position, applicants must complete an online application with supplemental questions

at www.minneapolisparcs.org/jobs. Late applications will be rejected.

What steps the selection process involves:

- We review your minimum qualifications.
- We rate your training and experience based on application materials and supplemental questions (30%).
- We conduct a structured panel interview (oral exam) (70%).
- We calculate your civil service score based on the above components and place you on the eligible list if all testing components are passed (passing score for each component and as an overall score is 70.00 or above). Eligible list will expire in three (3) months.
- We refer the top finalists to the hiring manager for an interview.
- References, including verification of employment and work performance, may be considered.
- We conduct a background check. Upon receiving a conditional offer of employment, the applicant will be asked to sign an informed consent allowing the Minneapolis Park and Recreation Board to obtain their criminal history in connection with the positions sought. View the MPRB Background Check Policy at <https://www.minneapolisparcs.org/wp-content/uploads/2021/05/Background-Check-Policy.pdf>

Please note that HR reserves the right to limit the number of people invited to successive testing events.

Minneapolis Park and Recreation Board- a great place to play, work and make a difference in the lives of others.

The MPRB is an Equal Opportunity Employer and a tobacco-free workplace and park system.

MPR123

Agency

Minneapolis Park and Recreation Board

Address

2117 West River Rd

Minneapolis, Minnesota, 55411

Phone

(612) 434-5892

Website

<http://www.minneapolisparcs.org>

Event Coordinator, Community Supplemental Questionnaire

***QUESTION 1**

Following are a series of supplemental questions to assess your job-related experience and qualifications. The information on the application and your responses to the following supplemental questions will be used in a competitive evaluation of qualifications and will be used to determine your civil service score and placement on the eligible list. Therefore, all applicants are encouraged to be complete and thorough in their answers. **The employment history and education detailed in your general online application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next step of the selection process. A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume," "see application," or a separate attachment with responses to supplemental questions will not be considered.**

I acknowledge that I have read and understand the above information and instructions

***QUESTION 2**

Please indicate your highest level of educational degree received:

- High School Diploma or equivalent
- Associate's Degree
- Bachelor's Degree or higher from an accredit college or university in Event Management or related field
- Bachelor's Degree or higher in an unrelated field
- I do not have a degree

***QUESTION 3**

Please indicate your major/area of study for the degree you received. If you do not have a degree, enter "N/A."

***QUESTION 4**

How many years of experience do you have coordinating special events?

- Less 2 years
- 2 years
- 3 to 4 years
- 5 to 6 years
- 7 or more years
- I do not have this experience

***QUESTION 5**

Do you have a valid driver's license?

- Yes
- No

***QUESTION 6**

This position requires CPR-AED certification within two (2) years of hire. Do you currently possess a CPR-AED certification?

- Yes
- No

***QUESTION 7**

Describe your experience coordinating programs and special events. In your response, please indicate the organization(s) where you gained the experience, title, and the scope of your responsibilities in each position. If you do not have this experience, enter "N/A."

***QUESTION 8**

Do you have experience working for a municipality? If "YES," please describe any experience working with other government entities and stake holders (i.e. policy groups, advisory committees, elected officials, neighborhood associations, etc.) If you do not have this experience, enter N/A.

***QUESTION 9**

Describe the major steps in an event life cycle and the actions an events coordinator must perform to ensure the success of the event. If you do not have this experience, enter N/A.

***QUESTION 10**

Describe your work experience leading, and/or directing the work of others (i.e. volunteers, event attendants, vendors, sponsors, training tutorials, etc.) How many and what types of groups have you directly lead? In your response, please indicate organization(s) you obtained this experience. If you do not have this experience, enter N/A

***QUESTION 11**

Tell us your experience curating programs and/or events for an urban community. What were the steps you took in developing these programs and how you evaluated their success? If you do not have this experience, enter N/A.

***QUESTION 12**

Tell us about your experience working with diverse communities. In your response, please indicate organization(s) you obtained this experience. If you do not have this experience, enter N/A.

* Required Question