



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

Job Announcement

Event Coordinator

Full-time/Hourly - \$22.00 to \$24.00 per hour depending on experience

Job Title:	Event Coordinator
Reports to:	Activities Director
FLSA Classification:	Hourly – Non-exempt
Supervises:	No

POSITION SUMMARY

This is a full time (40 hours per week) non-exempt position reporting directly to the Activities Director. The incumbent is responsible for coordinating resident programs to include recreational, social, cultural, travel and entertainment for the Association.

Responsibilities include, but not limited to, program development, coordination and overall program promotion, and execution. Ensures that all support and service is conducted and fulfilled in a way that is consistent with Association goals, standards and procedures. Assist SCA's Executive team with special projects as needed.

SKILLS AND ABILITY REQUIREMENTS

- Exceptional verbal and written communications skills required. This position requires repeated contact with homeowners, including club members, outside vendors, tenants, general public, SCA Managers and other staff.
- Ability to proofread and rewrite work after feedback.
- Skill in the use of a variety of computer software programs. At a minimum, must be skilled in the use of Windows software, including but not limited to, Excel, Adobe, PowerPoint and Outlook.
- Ability to work efficiently and make appropriate decisions regarding situations, rules, and courses of action when necessary.
- Skill in maintaining an efficient and professional attitude while dealing with persons who may be angry, confused or other personality challenges.
- Skill in providing assistance and guidance leading to a resolution.
- Skill in multi-tasking environment.
- Basic math skills.
- Skill in the utilization of a digital camera, projector, iPad or comparable computer pad, and all applicable software.
- Seek new, effective ways to communicate with the residents of the community and staff in a proactive manner.
- Has the ability to work efficiently and creatively with limited supervision



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ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include; but are not limited to the following:

- Manage the activities workload and set priorities accordingly.
- Compose monthly articles for the Spirit Magazine.
- Create and design professional flyers and PowerPoint slides promoting the events for the Association.
- Writing weekly script and taping for SCA-TV.
- Assist with the development of the annual Activities budget & calendar.
- Requires attendance to all community events and activities to coordinate set-up, organize staff, vendors, contractors and oversee the overall event functions.
- Requires flexibility in working hours to attend and oversee events that occur weeknights or weekends.
- Adherence to safety and security awareness.
- Support of values and mission statements.
- Any other tasks assigned by Director of Activities and/or management.

PHYSICAL REQUIREMENTS

- Possess a valid Nevada driver's license.
- Manual dexterity is required for typing, writing, driving, answering the telephone, and site inspections.
- Ability to sit at a desk and utilize normal equipment such as computer, telephone, fax.
- Visual acuity is required to operate office equipment and vehicles.
- Frequent push-pull of 10-15 pounds force and lifting of 5-10 pounds.
- Walking inside and outside.

WORKING CONDITIONS

- This position will be performed both indoors and outdoors. When indoors, the lighting will be fluorescent lighting. Outside you may be subject to the elements of wind, rain, cold, wet and extreme heat.

EQUIPMENT USED

- Computer, printer, mouse, copier, fax, scanner, 10-key calculator, multi-line telephone/voice mail, digital camera, iPad or comparable computer pad, various software and associated software related to website creation and/or publishing and VMS



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REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- High School diploma + minimum of two years' experience in the field of event planning and/or lifestyle management and coordination.
- Homeowner's association experience a plus.
- Must have a Nevada driver's license and an excellent driving record.
- Experience and skill in creative writing and composition.
- Experience and skill in use of computer software.
- Previous experience and training in dealing with people during difficult situations where counseling, advising, and/or mediation was required.
- Experience as a public speaker, if needed.
- Able to work constructively and cheerfully in an environment that may be stressful due to adversarial situations.
- Complies with all Company Policies and Procedures and safety guidelines.
- Able to use the utmost discretion regarding sensitive department or company information.
- May be required to participate in more than one assignment at a time with frequent interruptions, changes, and delays. Has the ability to remain focused and work effectively, efficiently and positively under such circumstances.

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

COMPANY FUNDS - This position may have access to company funds on a limited basis.

CONFIDENTIAL INFORMATION – This position may have access to confidential information.

TO APPLY:

TEXT "86269" TO "844-311-6432" AND YOU WILL RECEIVE A LINK TO APPLY FOR A POSITION AT THIS LOCATION

Message and data rates may apply

OR

GO TO THE LINK BELOW:

<https://SCACAI.easyapply.co>

EOE

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