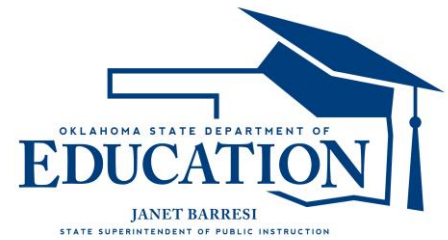


Human Resources Section
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Events Coordinator (451)
Administrative Services, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Plan, organize and oversee all operational and logistical elements for standard and high-level conferences, seminars, trainings and meetings for the State Department of Education (SDE).

MINIMUM QUALIFICATIONS

- Proof of high school graduation or GED required;
- 4 years experience in events planning, marketing, strategic communications, public relations or related field.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge and ability to ensure events are attractive, professional and innovative in terms of presentation and format;
- Strong proven track record in delivering projects against deadline and within budget;
- Confidence and flexibility to work in a dynamic environment;
- Strong communication (both written & verbal) and analytical skills;
- Detail-oriented with the ability to meet big picture goals and work on multiple projects simultaneously;
- Proven experience in building effective relationships.

EXAMPLES OF WORK PERFORMED

- Serves as the department's point of contact for all professional development, seminars, trainings, events and conferences;
- Responsible for the development and implementation of event strategies driven by the goals of the department and divisions within;
- Works with senior-level leadership and education stakeholders to ensure that each project reflects the overall mission of the agency and reaches the targeted goals within each particular project;
- Develops best practices for all events including oversight of the division's professional development;
- Oversees and manages SDE event calendars, tracking all professional development;
- Develops processes to enhance the internal effectiveness of events or trainings and ensures professional consistency (Events Tool Kit);
- Directs and supports all SDE conference and meeting operations; oversees and coordinates all logistics for events including managing and monitoring budgets;
- Provides program information, direction, background and general support to all SDE staff;
- Builds influential and effective relationships with key education stakeholders, SDE leadership team members and staff.

COMPENSATION

Minimum Annual Salary - \$38,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 9088

Revised: November 8, 2013

Posted: October 16, 2013

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