

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### EVENT SPECIALIST, The Foundation for Seminole County Public Schools

#### QUALIFICATIONS

- Bachelor's Degree in Marketing, Communications, Business, or a related field; **OR** Associate's Degree and two (2) years of experience in office assisting, events, communications, or a related field.
- Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS, ABILITIES

- Strong knowledge of the full Microsoft Office Suite (Excel, Word, PowerPoint) and video conferencing software.
- Ability to plan and organize.
- Ability to follow financial processes and provide attention to detail.
- Ability and commitment to work in a team and with multiple departments.
- Ability to provide outstanding customer service with sensitivity to donor confidentiality.
- Excellent written and oral communication skills.
- Ability to work a flexible schedule when needed, including nights and weekends on occasion.

#### SUPERVISION

**REPORTS TO** Specialist, Foundation Communication and Events  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To coordinate and organize donor events through communication, logistics, and fiscal support, and to serve as the lead for Foundation supported and donor recognition events.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Manage accounts receivable functions including payments and coordinating deposits.
2. \*Manage accounts payable functions including invoicing, receipts, and thank you letters.
3. \*Responsible for entering all donor information into database and pulling reports upon request.
4. \*Prepare Foundation email newsletters.
5. \*Assist with planning, writing, coordination, and execution of other Foundation communications as needed.
6. \*Manage Foundation supported events, including the professional development program, employee recognition events, and donor recognition events. Plan and execute marketing/communications, logistics, and catering.
7. \*Assist with event support for Foundation fundraisers such as the Annual Gala and Golf Tournament, including providing financial updates, event set up, and creating timelines.
8. \*Train and supervise volunteers for Foundation fundraisers.
9. \*Provide administrative support as needed including sorting mail, setting appointments, answering phones, and assisting at Foundation events or workshops. Serves as backup for clerical support.
10. \*Participate and support Foundation projects, activities, and events when assigned by the supervisor.
11. Perform other duties as assigned by the Specialist, Foundation Communication and Events.

*\*Denotes essential job function/ADA*

*NOTE: This position is a one-year position. There is no guarantee of continued employment after the first year.*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

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**PHYSICAL REQUIREMENTS**

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**PHYSICAL ACTIVITIES**

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing, or crouching.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

**TERMS OF EMPLOYMENT**

**PAY GRADE**  
**AO-15-I \$38,862 - \$62,282**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**  
PeopleSoft Position TBD  
Personnel Category 12  
EEO-5 Line 44  
Function 9100  
Job Code 2125  
Survey Code 91031

**FLSA**  
 Applicable  
 Not applicable

**BOARD APPROVED**  
**May 31, 2022**

ADA Information Provided by Jean VanSmith  
Position Description Prepared by Jean VanSmith