



<b>JOB TITLE: Programming &amp; Event Coordinator</b>	<b>DEPARTMENT: Community Engagement</b>
<b>ROLE &amp; LEVEL: Non-Management / Non-Union</b>	<b>REPORTS TO: Community Engagement Director</b>
<b>GRADE:</b>	<b>FLSA STATUS: Hourly / Non-Exempt</b>
<b>Hourly Rate: \$28-\$31 per hour DOQ</b>	
<b>Resume &amp; Cover Letter accepted via email / PDF format to: JRosado@nbvillage.com</b>	<b>Open until filled</b>

**WORK OBJECTIVE:**

Responsible for supporting the Village’s community engagement initiatives through social media content creation, marketing, event planning and coordination, recreational programming support, and administrative duties including invoice processing and tracking. This position plays a key role in promoting Village programs, strengthening community relationships, and ensuring smooth execution of public events and activities. Work requires strong communication skills, creativity, attention to detail, and the ability to interact effectively with residents, vendors, and Village staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Under the direction of the Community Engagement Director, develop, schedule, and publish social media content across Village platforms to promote programs, events, services, and community updates.
- Monitor social media engagement, respond to public inquiries, and track analytics to support communication goals.
- Assist in planning, coordinating, and executing Village events, including recreational programs, community workshops, and seasonal celebrations.
- Support recreational activities by assisting with program registration, scheduling, logistics, and on-site coordination.
- Process, track, and reconcile invoices, vendor payments, and event-related expenditures in accordance with Village procedures.
- Coordinate with vendors, partners, and community organizations to support event logistics and program delivery.



- Create video content including developing storyboards, writing scripts, filming, and editing videos for marketing and promotional purposes.
- Prepare promotional materials, flyers, newsletters, and digital content to support community engagement initiatives.
- Assist with administrative tasks, including filing, data entry, correspondence, and recordkeeping.
- Provide courteous and professional customer service to residents, visitors, and program participants.
- Ensure compliance with all applicable regulations, policies, procedures, and safety rules.
- Provide on-site support at events including photography, videography, and real-time social media coverage.
- Basic photography skills and comfort being on camera or conducting interviews.
- Perform other duties as required or assigned.

---

**SUPERVISION:**

- None

---

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in marketing, communication or related field; supplemented by two or more years of progressively responsible experience in community engagement, communications, recreation, event planning, or a related field; or an equivalent combination of education, certification, training, and/or experience. Must possess strong customer service and communication skills. May be required to have and maintain a valid Florida driver's license. Must be bilingual.

---

**PREFERRED QUALIFICATIONS:**

- Prior governmental, communications, marketing, community engagement, or recreation program experience

---

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of community engagement principles, public communication strategies, and social media best practices.
- Strong writing and editing skills with the ability to craft clear, engaging content for various audiences and platforms.
- Proficiency in graphic design tools like Canva, Adobe Creative Suite or equivalent.
- Ability to create and manage digital content using social media platforms and basic design tools. Primarily using program "Canva".
- Ability to operate a computer using Microsoft Office products (Word, Outlook, PowerPoint, Excel) and applicable department/organizational software.
- Ability to plan and coordinate events, programs, and activities with attention to detail.



- Ability to handle confidential information with tact and discretion.
- Ability to communicate effectively, verbally and in writing.
- Ability to interact professionally with the public, vendors, and Village staff.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to organize work for timely completion and manage multiple priorities.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to be flexible in working hours as needed for Village events.
- Ability to pass the required background check and drug screening.

---

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, which may include lifting, carrying, pushing, and/or pulling objects up to 20 pounds. Tasks may involve extended periods at a computer workstation as well as standing and walking during events and recreational activities.

---

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed indoors without exposure to adverse environmental conditions; however, outdoor work may be required during community events and recreational activities.

---

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communication ability.

**\*\*The Village is an Equal Opportunity Employer\*\***