



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Operations Coordinator

**Open Until Filled**

**Department:** Exposition & Civic Center

**Starting Salary Range:** \$34,379 to \$36,400 per year, plus benefits

**Type:** Regular, Full-Time (work schedule will vary and will include evenings, weekends & holidays)

#### **General Description:**

Under the direction of the Exposition & Civic Center Manager this position is responsible for promoting and marketing the facility as a venue for community activities and for the planning and coordination of events. Maintains and manages both traditional media and social media presence for the Expo & Civic Center. Assists with the overall operations and maintenance of the Exposition & Civic Center facility. The Operations Coordinator is also a member of the County Emergency Management Team and is involved in Emergency Shelter Operations when the need arises. This position is often the first point of public contact for the Center and therefore the incumbent must be well groomed and able to interact effectively and professionally with others.

#### **Required Knowledge, Skills & Abilities:**

- Knowledge of event planning and management
- Knowledge of effective marketing and advertising techniques and processes
- Ability to successfully procure suitable events to be held at the facility
- Skill in creating and maintaining an online and social media presence for an event venue
- Skill in creating and producing promotional materials and presentations
- Ability to effectively meet with groups or individuals to promote the facility
- Skill in public speaking and making presentations
- Ability to schedule, plan, organize and execute event preparations
- Ability to interpret the type of setup required or requested for various type of events
- Knowledge in estimating costs and expenditures required to host events
- Ability to calculate equipment and man hours required to safely setup and take down for various type of events
- Knowledge of the different types of needs in planning and hosting events and to maintain relationships with suppliers in good standing with the County to fulfill those needs
- Ability to publically represent Nacogdoches County and the Nacogdoches County Expo & Civic Center in a professional manner
- Knowledge in the use of computers, multi-media and audio-visual equipment
- Knowledge in using MS Word, MS Excel, MS Power Point, Adobe Photoshop, Adobe Acrobat and QuickBooks software
- Outstanding hospitality and guest relations skills
- Excellent oral and written communication skills
- Knowledge of modern office methods, English usage, spelling and grammar

#### **Additional Information:**

- Requires work hours other than M-F 8-5 (including nights, weekends and holidays as needed)
- Occasional travel required
- Majority of work is performed in climate controlled environment with some outdoor exposure to extreme hot & cold temperatures
- Must occasionally work around large and small livestock animals
- Requires ability to obtain Texas Food Handler Certification within three months of hire date
- Requires ability to stand and walk for extended periods of time
- Requires ability to lift up to 20 pounds

**Qualifications:**

- High School Diploma or G.E.D
- Two years of hospitality or event planning experience
- Two years of sales and/or marketing experience
- Proven ability to manage social media marketing

**Instructions:**

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and professional references should be attached to the application, but are not accepted in place of the completed application.

Submit application to: Nacogdoches County  
Human Resources Department  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961

Nacogdoches County is an Equal Opportunity Employer. Nacogdoches County participates in E-Verify.