

Virginia Key Beach Park Trust Events Coordinator

This is a specialized, high profile position, including highly responsible administrative work, planning and coordination of timelines and logistics.

The position's candidate should possess independent problem solving abilities, and have excellent organizational and communication skills. An employee in this classification should have considerable knowledge of management and supervisory principles; and knowledge of governmental purchasing practices, principles and techniques. Must be able to work flexible hours, including nights and weekends when required.

The duties of this position include, but are not limited to the following: Using knowledge and experience in directing multiple personnel, budgetary and facilities resources for planning, expediting and executing a variety of successful special events for the Virginia Key Beach Park Trust. Leads the development of an approved annual special events schedule for the Trust and cultivates "event customers" or clients events held on Historic Virginia Key Beach Park; manages the planning and logistics for the Trust and beach park calendar of events. The candidate develops themes, timelines and budgets in coordination with other Trust departments, city and county departments and other outside agencies, consultants or clients for successful special events. Represents the Virginia Key Beach Park Trust in meetings pertaining to special events and local entertainment community; serves as a liaison between the Trust and community organizations; prepares administrative and/or fiscal reports pertaining to annual events and activities schedule; makes recommendations concerning events programming. Become familiar with City of Miami codes, risk management, liabilities, zoning and other appropriate federal, state, county and municipal regulations and policies. Coordinate with city and county departments as needed.

REQUIREMENTS:

Bachelor's Degree (preferably in Public Administration, Events Planning, Business Administration, Public Relations) and some (6 month – 1 year) administrative experience.

OR

Associates degree in Public Administration, Events Planning, Business Administration, Public Relations, Parks and Recreation management or related field; and considerable (1-3 years) experience in management and some (6 months – 2 years) supervisory experience.

OR

Equivalent combination of training (1-2 years) and experience (3-5 years) beyond High School Diploma.

AND

Possession of a valid Florida Driver's License is required; proof of citizenship or legal residency.

Send resume to: Virginia Key Beach Park Trust, 4020 Virginia Beach Drive, Miami, FL 33149,
fax resume to: 305-960-4620 or **e-mail resume to:** gforchion@miamigov.com