

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2025
SALARY SCHEDULE: #94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

COORDINATOR – EVENTS MANAGEMENT & COMMUNICATIONS

DEFINITION

Under general supervision the Coordinator – Events Management and Communications position is responsible for overseeing professional development/special events and supporting office communication activities.

EXAMPLES OF DUTIES

Design, organize, coordinate, and evaluate professional learning events and educational programs in conjunction with KCSOS divisions, programs, and community partners at the Bell Tower Plaza and other KCSOS facilities;

plan and manage all events scheduled at the Bell Tower Plaza and other KCSOS facilities including scheduling, venue selection, budgeting, registration, vendor coordination, catering, audio-visual setup, marketing/communications, and post-event evaluation;

coordinate with KCSOS's facilities team and other partners to maintain a master calendar of professional learning activities and events and ensure alignment with KCSOS priorities and school district / partner needs;

help develop, maintain, and utilize KCSOS's Events Management System (EMS) to manage attendee registrations, event marketing/communication, payments, day-of-event badging, and event feedback;

train users and provide support for KCSOS's Events Management System (EMS);

collect and analyze participant feedback and data for continuous improvement;

manage contracts and work with vendors to ensure compliance with relevant policies and laws;

provide logistical and administrative support to staff, presenters, and vendors during events;

develop and maintain strong working relationships with internal departments, external partners, and vendors;

assist with graphic design, marketing, social media, general communications, and other outreach needs pertaining to events held at the Bell Tower Plaza and other KCSOS facilities;

contribute to additional communications projects and publication, as needed;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Event coordination and project management principles;

effective event branding, communication and marketing strategies;

budget management and procurement processes;

event Management Systems (EMS), webinar platforms, and collaboration tools;

education systems, including school districts and county offices of education;

exceptional organizational and time-management best practices;

social media best practices, including but not limited to Facebook, X (formerly Twitter), and Instagram;

photo editing/layout software, graphic design applications, and Adobe Creative Cloud, a plus.

Ability to:

Work collaboratively with multiple individuals, divisions/departments, and community partners;

coordinate work and give direction and guidance to partners throughout KCSOS and the larger community;

manage multiple events/projects and adapt to changing priorities;

write, proofread, and edit clear, concise, accurate, and effective content for internal and external communications and publications by adapting tone, voice, and technique as appropriate for various audiences;

work under short deadlines;

communicate effectively, both written and verbally.

Experience:

Minimum of three (3) years of experience in event planning, professional development coordination, marketing, or communications project management, preferably in an educational or public agency setting.

A demonstrated strong graphic design background coupled with ability to write and edit text that is clear and concise.

Strong community links/affiliations desirable.

Education:

Bachelor's degree in Communications, Public Administration, Business, or related field required.

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP:rn

6/4/2025

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