



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Coordinator, Events and Partnerships**

**Class Code: 1663**

**Work Days: 225**

**GENERAL PURPOSE**

Coordinate and provide specialized services in support of student initiatives, partnerships, and events; focus attention on academic excellence in Orange County schools; establish procedures and protocols for the conduct of in-person and virtual educator and student events, conferences, and professional learning programs; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher-level management staff.
2. Exercises direct supervision over management, professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plans; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Plan, develop, and coordinate events and conferences, including management of event platforms, registration systems, attendee check-in, and mobile applications; analyze and streamline event processes to improve efficiency and effectiveness.
  3. Develop, lead, and sustain strategic partnerships with business and community organizations to support program goals and enhance opportunities for collaboration.
  4. Develop and implement volunteer recruitment and training programs; oversee the development of promotional materials for volunteers, businesses, community organizations, schools, and event supporters.
  5. Secure sponsorships and partnerships by engaging potential sponsors, cultivating relationships, and negotiating agreements.
  6. Foster and maintain strong public relations with school districts, business sponsors, and community organizations involved in educator/student events and recognition programs.
  7. Provide strategic support to senior management in event planning, execution, and partnership development.
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8. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; and collaborate on goal development, set clear expectations, provide constructive feedback, assist in improvement as needed, and check in regularly for understanding.
  9. Maintain accurate records and compile reports for program evaluation and planning.
  10. Serve as a liaison and technical advisor on event planning and implementation.
  11. Attend local and non-local conferences, trainings, and division meetings and serve as an OCDE representative as necessary.
  12. Participate in the preparation and administration of the program budget, submit budget recommendations, and monitor expenditures.
  13. Demonstrate attendance sufficient to complete the duties of the position as required.
  14. Perform related duties similar to the above in scope and impact as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Basic operations, services, activities, and guidelines related to conferences, educator, and student events.
2. Evaluation and assessment techniques for determining effective training, coaching, and professional development methods in event and conference settings.
3. Networks of community organizations, educational agencies, sponsors, and publishers related to academic events.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Basic procedures, methods, and techniques of the budget process.
7. Recent developments, current literature, and sources of information related to event management systems and platforms.
8. Outreach strategies for engaging diverse cultural audiences of students and educators, including the development of strategic sponsorships and partnerships that align with community values.

#### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Align professional learning events and conferences with current educational trends, curriculum standards, and best practices.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Leverage partner agreements and negotiation skills to establish collaborations that increase cultural representation, resource access, and sustained engagement.
5. Establish and maintain effective working relationships with various constituencies.

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6. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
  7. Develop and present training materials.
  8. Prepare clear and concise correspondence, reports, and other written materials.
  9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  10. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

#### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in elementary or secondary education, child and adolescent studies, or a related field and four (4) years of experience in academic enrichment programs, youth development programs, recreation or school-based programs; or an equivalent combination of training and experience.

#### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

##### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

##### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is variably-paced with high pressure.

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