



Mayor's Office of Special Projects and Community Events
Special Events Coordinator
JOB ID# 16874

About the Office:

The Mayor's Office of Special Projects and Community Events (MOSPCE) organizes, manages and directs all public ceremonies, celebrations, receptions, and similar affairs held under City auspices by order of the Mayor. MOSPCE also coordinates the activities of the various City agencies and departments with regard to the planning and implementation of special events, and maintains liaison with the private sector for the coordination and support of City-sponsored functions. Gracie Mansion – "the People's House" – serves as a historical centerpiece for many of these gatherings, as do New York City schools, museums, theatres, and landmark buildings.

About the Role:

The Special Event Coordinator is responsible for providing support to the lead event planners in the development, logistical management, and production of large-scale special events throughout the five boroughs on behalf of the Mayor of the City of New York and the First Lady. The incumbent will report directly to the Event Manager. Responsibilities include but are not limited to:

- Provide on-site logistical support to lead event planners, this includes coordinating set-up, managing event materials, check-in process, assisting with production elements and timing, communicating with venue and catering staff to ensure flawless flow, managing break down, and overall troubleshooting.
- Assist with negotiations for venue contracts and booking event space, arrange catering needs, order supplies and audiovisual equipment, manage invitation process and RSVPs, draft event briefings, make necessary travel arrangements to event locations, and ensure appropriate décor to meet the quality expectations of the event. The incumbent will also manage post event follow-up, including but not limited to, generating thank you notes and archiving event files.
- Conduct research, make site visits, and identify opportunities for improved operations and service excellence, making recommendations for consideration.
- Assist with preparing budgets and provide periodic progress report to the Associate Director, Event Management for each event project; track event finances including check requests, invoicing and reporting.
- Assist with managing volunteers and interns for event coordination activities.
- Serve as liaison with vendors on event-related matters and perform other related duties as assigned.

Qualifications:

- Strong interpersonal skills and ability to interact with guests at all levels and to create a warm and welcoming environment are required
- Bachelor's degree and 1 -2 years of experience working in a professional setting
- Excellent written and verbal communication skills required
- Event planning and or event coordination experience preferred
- Research experience and proficiency with computers a plus

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers