

Coordinator I – Vegas PBS, Event Planner

Position Details

Job Code: U7400

Reference Code: A653

Division/Unit: Vegas PBS

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 38 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position will be responsible for the coordination, planning, and execution of signature Vegas PBS events and activities that advance the development, membership, and donor relations objectives of Vegas PBS. The position plays a key role in supporting development revenue generation by managing event logistics, vendor relations, budget tracking, and stakeholder communications, while ensuring the successful execution of high-profile community and fundraising events. This position also provides administrative and operational support to development officers, including donation processing, financial reporting, and Customer Relationship Management (CRM). record management. This position is directly responsible to the Director I, Member Services & Community Engagement, Vegas PBS.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, coordinates, and executes Vegas PBS signature events (e.g., The Big Party, Daniel Tiger *Be My Neighbor Day*, “The Killer Event”, screenings,

- President's Circle gatherings), and other donor, fundraising, and community engagement activities.
2. Coordinates pre-event planning meetings with staff, vendors, and partners to establish goals, roles, and timelines.
 3. Coordinates all events logistics, including venue reservations, catering, permits, contracts, audiovisual/media support, parking, and registration.
 4. Manages vendor relations by securing bids, negotiating agreements, ensuring contract compliance, and overseeing on-site execution.
 5. Develops and manages event budgets; tracks expenses, processes payments, and ensures accurate financial reporting.
 6. Creates and manages event timelines, task lists, and production schedules to ensure milestones and deadlines are met.
 7. Develops and distributes event communications, including invitations, mailing lists, RSVP tracking, event signage, and follow-up correspondence.
 8. Oversees onsite event operations, including volunteer coordination, guest experience, and vendor support.
 9. Arranges donor engagement experiences such as concert tickets, tours, meet-and-greets, and other stewardship activities designed to cultivate and retain donors.
 10. Conducts post-event evaluations, prepares event summaries, and recommends improvements for future events.
 11. Supports development and donor relations activities by assisting with donor tracking, acknowledgement, and stewardship activities.
 12. Maintains accurate records in Revolution CRM (or other donor databases) for all event-related interactions, donations, and sponsorships.
 13. Assists with donation processing and collaborates with the finance team to ensure timely reporting and reconciliation.
 14. Collaborates with the Membership and Marketing/Communications teams to align event goals with outreach and promotional strategies.
 15. Coordinates in cross-departmental planning meetings to ensure consistent communication, alignment, and support for Vegas PBS initiatives.
 16. Represents Vegas PBS at community and partner events, maintaining a professional, customer service-oriented presence.
 17. Provides proactive and responsive support to internal and external stakeholders, anticipating needs and resolving issues with minimal direction.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of principles and practices of event planning, management, and production, including budgeting, vendor coordination, logistics, and on-site operations.
2. Knowledge of fundraising strategies and donor stewardship practices, particularly as they apply to nonprofit or public media organizations.
3. Knowledge of contract negotiation, compliance requirements, and risk management as they relate to event execution.
4. Knowledge of marketing, communications, and public relations strategies to promote events and engage diverse audiences.
5. Knowledge of financial and data management systems, including donor databases (e.g., Revolution CRM) and event tracking tools.
6. Knowledge of Microsoft Office Suite, virtual meeting platforms, and event management software.
7. Knowledge of community engagement strategies and the role of public broadcasting in serving diverse communities.
8. Skills in planning, organizing, and executing multiple large- and small-scale events simultaneously while meeting deadlines and budget requirements.
9. Skills in establishing and maintaining effective working relationships with vendors, sponsors, donors, community partners, and internal staff.
10. Skills in communicating clearly and professionally, both orally and in writing, with diverse stakeholders.
11. Skills in managing contracts, timelines, and vendor deliverables to ensure seamless event execution.
12. Skills in preparing reports, analyzing outcomes, and making data-driven recommendations for future improvements.
13. Skills in using sound judgement and problem-solving skills to resolve unexpected issues during event planning and implementation.
14. Skills in providing excellent customer service to donors, members, and community stakeholders.
15. Ability to coordinate complex event logistics with accuracy, flexibility, and attention to detail.
16. Ability to work collaboratively across departments to align events with organizational goals and fundraising priorities.
17. Ability to adapt to changing priorities and manage multiple tasks in a fast-paced, deadline driven environment.
18. Ability to demonstrate leadership when coordinating volunteers, vendors, and temporary staff during events.

19. Ability to interpret and apply policies, procedures, and contractual agreements in event planning and execution.
 20. Ability to represent Vegas PBS in a professional, courteous, and culturally responsive manner in the community.
 21. Ability to work evenings, weekends, holidays, and occasional overnight travel as required by event schedules.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in event management, public relations, communications, marketing, nonprofit management, business administration, or a related field; plus, three (3) years of additional experience beyond the minimum requirement below; or, Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Applicant/employee must be able to provide their own transportation.

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Experience must include responsibility for coordinating events or projects, working with vendors and service agreements, and applying organizational policies and procedures in an operational setting. Experience supporting fundraising, development, customer service, or community engagement activities within a nonprofit, educational, or public-sector environment is preferred.

Preferred Qualifications

1. Familiarity with Revolution, CRM or donor databases (e.g., Salesforce, iFolio, Raiser's Edge), and event management platforms such as Eventbrite or Constant Contact.
2. Certification in event planning, project management, fundraising, or related specialties (e.g., CMP, CFRE).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/16/26
- Created: 11/14//25