

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring a staff member. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Salaried, exempt, full-time, supervisory position.
- b) The Cultural Events Coordinator, under general supervision, accomplishes the San Xavier District’s objectives by effectively coordinating, planning, organizing, and supervising all functions required to coordinate community cultural activities and services.
- c) Supervised by the Director of Operations.
- d) Salary Range – E1.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all customers, representatives of outside organizations, and District employees politely and professionally.
 - ii) Coordinates with Department Heads, District Council, Culture/Natural Resources Committee, Administration Administrative Assistants, and other internal staff, Community Members, and other entities to establish requirements for events and serves as a liaison between the planning committee and external vendors and other invested parties throughout the planning process.
 - iii) Supervises temporary employees during the duration of the event/s.
 - iv) Locates resources and venues and participates actively in pre-event meetings to help staff make decisions about event design and execution.
 - v) Plans and facilitates logistics for events, including venue preparation, catering, equipment, promotional materials, direct mailings, etc.
 - vi) Follows procurement guidelines to order supplies for events, ensuring items arrive in a timely fashion.
 - vii) Oversees and reviews member experiences through post-event review, communicating feedback to leadership and relevant departments.
 - viii) Prepares event budgets, procures quotes, and processes invoices.
 - ix) Helps manage on-site preparations and event breakdown.
 - x) Provides periodic informational articles for the Wa:k Newsletter.
 - xi) Creates flyers for events.

- xii) Takes notes at planning sessions when requested.
- xiii) Addresses and welcomes attendees at conferences and meetings when requested.
- xiv) Maintains confidentiality of all sensitive information.
- xv) Performs other duties as assigned by Administration and executes other responsibilities and projects as necessary.

3. Knowledge Skills and Abilities:

- a) Able to –
 - i) work independently and make informed decisions.
 - ii) manage multiple projects independently.
 - iii) work a variety of schedules, including evenings and weekends.
- b) Knowledge of the customs and traditions of the San Xavier District Community.
- c) Must have –
 - i) excellent communication, organization, AND negotiation skills, including multi-tasking, time management, and attention to detail.
 - ii) excellent written and oral communication skills.

4. Working Conditions

a) Environment.

Hot: Noisy: Dust/Fumes:
 Cold Outdoors Chemicals: BTI
 Contact with substances that could cause allergic reactions:
 Yes No Describe:
 Other: Explain:

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling		✓			
Climbing Ladders				✓	
Climbing Stairs				✓	
Collating/Filing		✓			
Digging				✓	
Dialing	✓				
Hearing			✓		
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.	✓				
Lifting/Carrying 75lbs.	✓				
Reaching Overhead	✓				
Reading	✓				
Repetitive Motion/L-R		✓			
Speaking			✓		
Standing			✓		
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Using Keyboard			✓		
Vehicle Operation	✓				
Walking		✓			
Writing		✓			
Other:					

5. Qualifications

- a) Minimum of two (2) years work experience in event planning or similar role.
 - i) Prior experience planning large traditional or cultural gatherings preferred.
- b) High School Diploma or equivalent.
- c) Valid AZ Drivers License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bilingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

1. Enrolled members of the San Xavier District,
2. Enrolled members of the Tohono O’odham Nation,
3. Enrolled members of other nations or tribes,
4. all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Acknowledgement: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an “Alcohol/Drug-Free Work Place”