



VACANCY POSTING NOTICE – January 16, 2026

Title: Events Coordinator (Events Coordinator I)

Salary Range: \$41,880

Contract Term Length: 12 Months

Standard Hours: 37.5

Work Location: On-Site

FLSA Status: Non-Exempt

College: Henderson Community College

Department: Advancement/Preston Arts Center

Job Summary

Henderson Community College is seeking an Events Coordinator to plan, organize, and execute a wide range of campus and corporate events, including, but not limited to, the Preston Arts Center. This role manages all aspects of event logistics, including venue scheduling, vendor coordination, budget monitoring, timelines, and assists with on-site setup and teardown. The Event Coordinator works closely with college staff, faculty, students, and external clients to deliver successful meetings, job and transfer fairs, celebrations, and arts performances. Strong project management skills are essential to ensure client needs are met, events run smoothly, and outcomes are evaluated for continuous improvement.

Job Duties:

- **Planning & Design:** assist clients, understand goals, develop concepts, create detailed event plans, timelines, and floor plans.
- **Logistics & Coordination:** Secure venues, book vendors (catering, rentals, A/V), and manage event setup.
- **Budget & Finance:** Assist with event budgets, track expenses, price services, and manage vendor contracts, including completion of MOAs (Memorandum of Agreement), obtaining COIs (Certificate of Insurance), and reviewing and adhering to KCTCS/HCC policies and procedures.
- **Execution & Management:** Supervise event preparation, coordinate support staff, act as a liaison, handle on-site issues, and ensure smooth operation.
- **Post-Event:** Document events, conduct "postmortem" reviews for lessons learned, evaluate results, and present reports.
- **Other duties as assigned.**

Minimum Qualifications:

- **Bachelor's degree (Education with a focus in event planning, project management, marketing and sales, or related field), two years related experience, or equivalent.**

Preferred Qualifications:

- **Project management (critical path, timelines).**
- **Budgeting and financial management.**
- **Vendor negotiation and customer service.**
- **Client communication and relationship building.**
- **Problem-solving and risk management.**

Additional Skills Requested:

- Commitment to the mission of a comprehensive community and technical college.
- Personal and professional integrity with attention to detail.
- Ability to solve problems and recommend improvement solutions.
- Demonstrated ability to work collaboratively with others.
- Excellent interpersonal, writing, teamwork, and communication skills.

We will begin reviewing applications on January 23, 2025. The job will remain open until filled.

Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.
