

# Community Events Specialist

## Position Details

Class Code: 0129

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

This position is located in the Events and Special Projects Department, which oversees dozens of Clark County School District (CCSD) events annually, ranging from the annual State of the District, Administrator Back-to-School Kickoff, and Evening of Excellence, to community input events, town halls, advisory councils, and other high-profile CCSD initiatives. Under the general supervision of the Director, the Community Events Specialist assists in planning, producing, and executing District-wide events while developing communication materials that support community engagement efforts. This role utilizes both conventional and computer-aided techniques to design and deliver digital and print media, support event messaging, and help ensure professional and consistent branding across all platforms.

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## Essential Duties and Responsibilities

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

1. Plans and executes high-profile CCSD events, including advisory councils, town halls, community meetings, major gatherings and announcements, school recognition events, groundbreaking ceremonies, ribbon cuttings, etc.
2. Identifies and manages guest lists; develops, produces, and distributes invitations; tracks RSVPs; and maintains timely communication of event details with attendees.
3. Coordinates logistical planning and execution, ensures all technology requirements are identified and fulfilled, invites and prepares speakers, and drafts talking points for the superintendent and executive leadership, as needed.
4. Develops comprehensive event run-of-show documents; provides post-event follow-

- up, including acknowledgments and thank-you correspondence; and writes, edits, and finalizes event publications such as program books and additional distributed materials, as assigned.
5. Attends CCSD events to capture video and/or photography.
  6. Estimates and tracks events and special project costs, durations, and materials used for budgeting and reporting purposes.
  7. Develops, designs, produces, and coordinates digital and print.
  8. promotional materials for internal and external distribution.
  9. Plans and schedules work and establishes deadlines in coordination with the Director II, Events and Special Projects administrator, and Community Engagement Unit initiatives.
  10. Conducts research and drafts event communications, run-of-show documents, and talking points in accordance with AP style and CCSD branding standards
  11. Ensures editorial projects are delivered on time and within budget.
  12. Provides information and promotes CCSD programs and events, as needed.
  13. Collaborates with CCSD departments and community members via phone, text, and email to ensure the successful events.
  14. Develops and maintains the CCSD Holidays, Heritage, and Religious Observances Calendar.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Researches and creates communication materials for distribution. Possesses creativity, communication, and problem-solving skills; is familiar with computer graphics and design software; involves a variety of tasks related to events planning and execution. The applicant/employee selected for this position is directly responsible to the Director II, Events and Special Projects Department, Community Engagement Unit.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of file types and formats associated with digital media.
2. Knowledge in computer applications such as Microsoft Office Suite, social media platforms, and emerging digital communication and design tools.
3. Knowledge of English language usage, spelling, grammar, and punctuation.
4. Knowledge of techniques and materials used in presentations and the ability to design presentations.
5. Ability to find CCSD resources and coordinate efforts between several departments.

6. Ability to set up and maintain databases.
  7. Ability to maintain a high level of accuracy and attention to details.
  8. Ability to communicate clearly and concisely, both verbally and in writing.
  9. Ability to work effectively with outside vendors and consultants.
  10. Ability to recognize sensitive issues and maintain confidentiality.
  11. Ability to plan, organize, and prioritize work independently.
  12. Ability to work under pressure and meet deadlines.
  13. Ability to interpret and follow written and verbal instructions.
  14. Ability to establish and maintain effective working relationships with administrators, employees, and the public.
  15. Ability to recognize and report hazards and apply safe work methods.
  16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

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

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Five (5) years' recent, progressively responsible experience supporting event planning, communications, marketing, public relations, or related professional functions; or,  
Associate degree from an accredited college or university in Communications, Public Relations, Marketing, Event Management, Journalism, or a related field and three (3) years' experience as described above; or,  
Bachelor's degree from an accredited college or university in Communications, Public Relations, Marketing, Event Management, Journalism, or a related field and one (1) year of experience as described above.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

### **Preferred Qualifications**

Experience working in an educational setting.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. College transcript(s), from an accredited college or university, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
  5. Safe driving record.
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## Examples of Assigned Work Areas

CCSD facilities, office settings, and event venues.

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## Work Environment

### Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, computers, printers, scanners, copiers, laminators, telephones, filing cabinets/equipment, calculators, digital cameras, video cameras, web and media production software.

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### 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

- Created: 01/08/26