



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT



Job Description

|               |                                              |                |           |
|---------------|----------------------------------------------|----------------|-----------|
| Job Title:    | Executive Coordinator, Events and Operations | Salary Range:  | 35C       |
| Date Revised: | 4/2/2026                                     | Date Approved: | 6/23/2026 |

**CONFIDENTIAL DESIGNATION**

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

**PRIMARY PURPOSE**

Under the general direction of an administrator or designee, the Executive Coordinator, Events and Operations oversees, plans, organizes, and executes special projects and events through logistical support, as assigned by the College President. The Executive Coordinator supports a variety of campus strategies and initiatives to promote positive partnerships throughout the community. The Executive Coordinator is essential in managing the day-to-day operations related to special projects and event logistics, ensuring smooth communication between the President's Office and other District/college divisions and departments; ensures all aspects related to special projects and events are executed in compliance with District and/or college policies and procedures.

The Executive Coordinator, Events and Operations supports the President's strategic initiatives, maintains confidentiality, and represents the President's Office in interactions with internal and external stakeholders.

**DISTINGUISHING CHARACTERISTICS**

The Executive Coordinator, Events and Operations is distinguished in its dual focus by providing administrative support to the President; coordinates, supports, and executes a variety of special projects and events related to the President's Office. The Executive Coordinator demonstrates exceptional coordination, organizational, communication, and critical thinking skills, along with the ability to handle complex, sensitive issues independently.

The Executive Coordinator, Events and Operations requires a deep understanding of the college's operations, as well as the ability to work effectively with a broad range of stakeholders, including the Board of Trustees, the Accreditation Workgroup, and other internal and external partnerships throughout the community.

The Executive Coordinator, Events and Operations is classified as confidential due to its access to sensitive information regarding management positions within a collective bargaining context. This requires a high level of discretion, reliability, and comprehensive knowledge of governance and administrative procedures.



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### ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

#### Special Event Logistics, Project Coordination, and Accreditation Process Support

1. Plans, oversees, coordinates, and promotes a wide array of District and/or campus-wide special events, ceremonies, and projects in support of the President's Office and/or the District/campus initiatives, goals, and objectives, including but not limited to receptions, welcome events, commencement, opening day, and investitures.
2. Partners with District and campus departments and staff to organize, schedule, and execute assigned special events and projects; develops detailed project and event plans; tracks, monitors, and reports on project and/or event progress, including milestones, timelines, and resource allocations.
3. Participates as a member of the campus accreditation workgroup; serves as a primary resource and co-chair (when needed) on the Accreditation Workgroup in a variety of leadership, support, and/or administrative roles, including but not limited to Accreditation Co-chair and/or self-study workgroup member.
4. Assists the President's Office with Accreditation Workgroup site visits, including but not limited to site tours, meeting coordination, and administrative support, as needed. Ensures compliance with accreditation requirements.
5. Evaluates and identifies a variety of logistics related to special event coordination, including but not limited to venues, speakers, catering, vendors, technology needs, communications, attendees, invitations/flyers, brochures, marketing materials, and other documents, as appropriate.
6. Extracts data; prepares and generates detailed and comprehensive statistical and narrative reports and updates to stakeholders; shares and promotes project and/or event progress, challenges, and solutions.
7. Organizes, facilitates, and conducts trainings and workshops for special project and event teams; ensures team members understand and support the objectives, plans, and goals to be executed are in accordance with approved timelines and budget(s).
8. Identifies and implements risk management strategies to identify potential special project hurdles; makes recommendations for changes to special projects and/or event plans, as needed.
9. Partners with internal and external departments and organizations to promote and market events throughout the District, campus, and local communities.
10. Creates, updates, maintains, and reviews files and documents related to the area of assignment; archives files and documents for historical reference and compliance in accordance with District and/or campus policies and procedures; ensures confidentiality of all materials, as required.
11. Evaluates outcomes of special projects and events, team member performance, and participant feedback; provides feedback to guide future project and event strategies.
12. Organizes, schedules, and participates in a variety of meetings related to the area of the assignment; prepares, generates, and distributes materials to meeting attendees which may include stakeholders, administrators, managers, staff, and a variety of identified



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internal and external participants; identifies special project and/or event needs, goals, and areas of responsibility; follows up with project and/or event team members to ensure assignments are completed in a timely manner; makes changes as needed due to a variety of changes to project and/or event plans.

13. May assist and collaborate with District Services to plan and organize District-wide special events, as requested.

### Budget and Fiscal Support

14. Oversees and monitors budgets for assigned areas and special projects, including developing preliminary budgets for special projects and/or events, identifying funding needs, and submitting allocation and budget transfer requests.
15. Tracks, monitors, approves, and reconciles expenditures, ensures compliance with District/campus policies, and approves spending within established guidelines.
16. Extracts budget data to prepare and generate financial summaries and audit reports as required.

### Board and Reporting Support

17. Coordinates the preparation and submission of board items related to the area of the assignment; ensures accuracy and compliance with timelines/deadlines and the Brown Act.
18. Assists with the compilation and analysis of data for District, campus, state, and/or federal reporting, audits, accreditation, and program reviews.
19. Compiles, prepares, and maintains detailed, comprehensive, and complex statistical and/or narrative reports from a variety of sources related to programs, operations, and activities.
20. Coordinates onboarding for the newly elected Student Trustee; prepares and distributes onboarding materials, including the Student Trustee handbook, Board of Trustee protocols, and reports; provides ongoing guidance and support, as needed.

### Technology and Communication

21. Utilizes advanced technology for communication, data analysis, and presentation creation.
22. Manages the electronic communication systems related to the area of the assignment; ensures seamless interactions with internal and external stakeholders.
23. Creates and posts special projects and/or events to various social media platforms, internal and external websites/webpages to increase and promote District, campus, and local community awareness and participation; ensures information, formatting, and brand recognition complies with District and/or campus policies and procedures.
24. Independently creates and distributes a wide array of correspondence and materials related to the area of assignment to stakeholders, leadership, project and/or event team members, participants, guests, and the community, as appropriate; formats presentations and reports; develops and revises schedules and forms.



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#### **Collaboration and Coordination**

25. Collaborates with the President's executive team to support strategic initiatives, program reviews, and accreditation efforts.
26. Acts as a liaison between the President's Office and other college departments, as well as external organizations related to the area of the assignment.
27. Researches and identifies external vendors, contractors, and potential partnerships for products, goods, services, and equipment for special projects and events; initiates required contract and purchasing documentation to procure products, goods, services, and/or equipment, as needed; works with purchasing to negotiate pricing and contractual terms within the District's established guidelines, policies and procedures.

#### **Liaison and Public Relations**

28. Serves as liaison in communications with staff, students, legislators, community, civic and business representatives, vendors, and the general public.
29. Coordinates information and communication between District and campus administrators and personnel; provides information to departments, personnel, students, and the public on complex issues.
30. Leads the Student Trustee's public relations activities, including coordinating visibility and outreach efforts through various in-person and virtual platforms.

#### **Training and Supervision**

31. Trains and provides work direction and guidance to other staff members as directed.
32. May develop and deliver a variety of training opportunities to administrative staff, as needed.

#### **Diversity, Equity, and Inclusion**

33. Contributes to creating and maintaining an inclusive and equitable environment by implementing DEIA best practices in all aspects of office operations and interactions.
34. Participates in District/College initiatives within the office and across the institution to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

#### **General**

35. Performs other duties that support the overall objective of the position.

#### **WORKING RELATIONSHIPS**

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.



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### MINIMUM QUALIFICATIONS

#### Education and Experience:

- Bachelor's Degree in Business Administration, Public Administration, or related discipline; **AND**
- Five (5) years of experience in an executive administrative role, with two (2) years of experience in special project and event coordination, planning, and implementation;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### DESIRABLE QUALIFICATIONS

- Project Management Professional (PMP) Certification.
- Certified Associate in Project Management (CAPM).
- Experience managing, supervising, and providing special project and event coordination.
- Experience in a similar role within a higher education or public sector environment, particularly supporting a board or senior executives.
- Training or certification in governance, legal compliance, or procurement.
- Proficiency in board management software and advanced financial management systems.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge:

- Comprehensive knowledge and understanding of the operational and strategic responsibilities of a college President.
- Thorough knowledge of the role and responsibilities of a President, Chancellor's Office, or Board operations in a college district, including reporting and compliance duties.
- Knowledge and understanding of state and federal regulations affecting higher education, particularly in areas of reporting and compliance.
- Comprehensive knowledge of board governance, public administration principles, and higher education policies.
- Knowledge of the California Education Code related to the area of assignment.
- Knowledge and familiarity with accreditation processes, program reviews, and institutional planning.
- Advanced knowledge and understanding of DEIA principles and their application in higher education settings.



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- Knowledge of special project and event management and oversight.
- Knowledge of emerging technologies and communication tools relevant to higher education administration.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

### **Skills:**

- Excellent organizational and time management skills, with the ability to handle high-pressure situations.
- Advanced communication skills, both written and verbal, with the ability to draft, edit, and present complex materials.
- Data collection, analysis, reporting, and the use of technology to enhance office operations.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.
- Proficiency in specialized software for board management and procurement processes.

### **Abilities:**

- Ability to work independently, make informed decisions, and manage the day-to-day operations of the President's office.
- Ability to work independently and collaboratively within a team environment.
- Ability to oversee and coordinate all aspects of board submissions, contractual agreements, and compliance reporting.
- Ability to support the President's office in advancing DEIA initiatives and ensuring a welcoming campus environment.
- Ability to support accreditation efforts, program reviews, and other institutional initiatives, as needed.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to oversee and coordinate all aspects of board submissions, contractual agreements, and compliance reporting.
- Ability to collaborate effectively with internal and external partners to support strategic initiatives, program reviews, and accreditation processes.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to support the President in advancing DEIA initiatives and ensuring a welcoming campus environment.



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- Ability to support accreditation efforts, program reviews, and other institutional initiatives as needed.
- Ability to foster strong relationships with internal and external stakeholders, including board members and community partners.
- Ability to manage complex scheduling and logistics for high-level meetings and events.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

### SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

### PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.



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#### **Mental Demands:**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

#### **WORK ENVIRONMENT AND CONDITIONS**

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

#### **Working Conditions:**

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.