

The Burlington County Parks System is seeking a fulltime **Program Coordinator Special Events**. This position is responsible for leading county park exhibits, classes, workshops and major events covering arts, environmental, history, health & fitness, and culinary.

Under direction, organizes, coordinates, promotes, and supervises large marque events, several art galleries and museums, and an extensive array of classes and programs throughout the year offered through the park system and with partner organizations.

Oversees grants in areas such as Arts and History. Manage and administer programs including funding sources, coordinates life cycle, ensuring clear guidelines, up to date website, promotion, reviews of progress and final reports, corresponding with applicants, and payments.

Public communication to provide and promote relevant programming through the Parks' website, program guide, social media and external partners. Develops and maintains relationships with not-for-profit, service, education, volunteer, culture, business and government partners, vendors and others.

REQUIREMENTS:

<https://info.csc.state.nj.us/jobspec/04399.htm>

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in planning, developing, and supervising special events, recreational, educational, or social service programs in a community, agency, or facility setting.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

NOTE: " Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

Interested candidates can send resume to applications@co.burlington.nj.us

Please put **Special Events** in the subject line.

<https://co.burlington.nj.us/Jobs.aspx?UniqueId=153&From=All&CommunityJobs=False&JobID=Program-Coordinator-Special-Events-1245>