



SOUTH BRUNSWICK PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Facilities Coordinator
Department: District
Reports To: Assistant Superintendent for Business/Operations
Salary Guide: Non-Unit, 12-month Employee
Prepared Date: June 10, 2025

Position Summary: Coordinate staff, event, and client activities to arrange group meetings, events, or conferences.

QUALIFICATIONS:

1. An Associate's degree is preferred
2. 2-4 years of successful hospitality/retail/customer service experience
3. Experience with presentation technology (i.e./ PA system, projectors, WebEx, PowerPoint, etc)
4. Outstanding planning and organizational skills
5. Excellent service delivery standards
6. Ability to multitask and address customers' needs, facility issues, and miscellaneous projects
7. Above average computer skills, including experience with Microsoft and Google applications
8. Attention to detail
9. Ability to lead others and instill a team atmosphere without direct supervision
10. Flexible to work before 7:00 am and after 5:00 pm, as needed, dependent upon the time of meeting, event, conference, and client needs
11. Proficient in the English language for written and verbal communication.
12. Required criminal history background check and proof of US citizenship or legal resident alien status.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor event activities to ensure compliance with applicable regulations and laws, participant satisfaction, and the resolution of any issues that may arise.
2. Utilize district software to manage billing and communications with end users.
3. Confer with staff at a chosen event site to coordinate details.
4. Inspect event facilities to ensure they meet customer requirements.
5. Coordinate services for events, such as accommodations and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security.
6. Organize the registration of event participants.
7. Consult with clients to determine their objectives and requirements for events, including meetings, conferences, and conventions.
8. Meet with clients and organizing committees to plan the scope and format of the event, to establish and monitor budgets, or to review administrative procedures and event progress.
9. Review event bills for accuracy and recommend approval for payment.
10. Evaluate and select providers of services according to customer requirements.
11. Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
12. Plan and develop programs, agendas, budgets, and services according to client requirements.
13. Hire, train, and supervise volunteers and support staff required for the event.
14. Negotiate contracts with service providers and suppliers as hotels, conference centers, and speakers.
15. Maintain records of event aspects, including financial details.
16. Conduct post-event evaluations to identify improvements for future events.
17. Read trade publications, attend seminars and consult with other meeting professionals to keep abreast of meeting management standards and trends.

18. Direct administrative tasks include financial operations, distribution of promotional materials, and responses to inquiries.
19. Develop event topics and choose featured speakers.
20. Promote conference, convention, event, and trade show services by meeting with professionals and trade associations, and producing brochures and other marketing materials.
21. Perform such other duties as may be assigned.

EVALUATION

An annual evaluation will be conducted by the Assistant Superintendent for Business/Operations and/or the Superintendent of Schools, in accordance with Board of Education policy and this job description.

TECHNOLOGY SKILLS

Proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Frontline, and Google Suite.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with the NJ Administrative Code and the provisions of the Board of Education policy.

PHYSICAL DEMANDS

Physical demands include the ability to remain in a stationary position when necessary, and occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to lift up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12-month contract; salary and benefits as determined by the Board of Education and any applicable and collective bargaining agreements.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as, employees who become disabled, must be able to perform the essential functions listed on this job description with unaided or with reasonable accommodations. The South Brunswick Public School District shall determine reasonable accommodations on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The South Brunswick Public School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approved: June 19, 2025