



The Supreme Court of Nevada

Job Title: Special Events Coordinator

Job Number: 00209

Closing Date: 05/03/2024

Location: Carson City

Salary: \$68,619.68 to \$87,503.39 annually

Description:

Are you ready to take your event planning skills to the next level? The Nevada Supreme Court is seeking a Special Events Coordinator to join our team in Carson City!

As a Special Events Coordinator, you'll be the mastermind behind a wide array of events hosted by the Nevada Appellate Courts. From bar admission ceremonies to investiture ceremonies, award galas to employee recognition programs, you'll be at the forefront of creating unforgettable experiences that celebrate justice and excellence.

Your role will involve being the liaison between our esteemed Justices, Judges, Court departments, and a variety of stakeholders, ensuring seamless coordination and execution of events. You'll have the opportunity to showcase your creativity by developing and disseminating event materials, managing event logistics, and securing outside venues for our special occasions.

With keen attention to detail, you'll oversee contracts, budgets, and vendor relationships, guaranteeing that every event runs smoothly and exceeds expectations. This position also conducts routine facility related work including accepting occupant requests and interfacing with external personnel to accomplish the necessary work.

To learn more about the job and to apply, visit:

<https://www.governmentjobs.com/careers/nvcourts>