



The Supreme Court of Nevada

Job Title: Special Events Coordinator

Closing Date: 12/13/2024

Location: Carson City

Salary: \$76,158.96 to \$97,122.48 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 an integral part of the Nevada Appellate Courts, you will have the opportunity to create, coordinate, and execute a wide range of internal events, from bar admission ceremonies and investitures to employee recognition programs and award galas.

In this role, you'll not only bring your event-planning expertise to life but also work closely with the Court's leadership, including Justices, Judges, and staff, to ensure seamless and memorable experiences. A key part of this position will be developing and managing internal employee recognition programs that highlight the dedication and contributions of the Court's staff. You will have the opportunity to showcase your creativity by developing and disseminating event materials, managing event logistics, and securing outside venues for our special occasions. 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://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=040dd111-4533-49bd-a969-c5a896ca077b&cclid=19000101_000001&lang=en_US&selectedMenuKey=CareerCenter