

CITY OF LAVA HOT SPRINGS

Job Description

DATE: November 12, 2021

POSITION: Part Time Event Coordinator (Maximum 19 hours/week)

WAGE: \$14.00 per hour DOE– Not to exceed 19 hours per week. May be required to work some weekends & holidays. No benefits.

WORK PLACE: City Hall & Home

RESPONSIBILITIES/DUTIES include, but are not limited to:

- Communicating with the City and the Lava Hot Springs Chamber of Commerce about all events and collaborating with the Chamber of Commerce Events Committee Chairperson for Chamber sponsored events.
- Plan and organize events within approved budgets for and track finances for the event. Report all income and expenditures of each event to the City and the Chamber and request appropriate changes in budget as needed.
- Prepare and submit time records and expense invoices.
- Maintain records of attendance.
- With input from the Chamber:
 - Organize volunteers and supplies;
 - Advertise: Contact local news, radio, magazines, etc. and send out press releases;
 - Order promotional materials, signs, and souvenirs to sell as needed for the event. These items must be budgeted for and approved by the City and Chamber; and
 - Report progress to the City and Chamber of Commerce at regular meetings.
- Assist with other duties as assigned by the City.

MINIMUM QUALIFICATIONS:

- Excellent written and oral communication skills and the ability to network with a variety of people.
- Ability to multi-task and work well under pressure.
- Excellent organizational skills.
- Must be able to work some weekends and evenings to accomplish tasks.
- Experience in recordkeeping and bookkeeping.
- Experience with Word, Excel, Publisher, Basic Photoshop and Website skills.
- Experience with electronic merchant processing programs. (Square)
- Experience with posting information to social media i.e.: Facebook, Instagram, etc.

**THE CITY OF LAVA HOT SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER AND A
DRUG FREE WORK PLACE**