

Human Resources

Job Description Approval



Marketing and Events Coordinator

Responsibilities:

- Supports and regulates the city's brand and user experience including news media, and content on the city's websites, digital and social media, and in online communication.
- Maintains quality control of the city's brand throughout all departments, programs, and channels.
- Assists in preparing collateral material such as graphics and photography for use in all communication channels.
- Handles delivery of creative assets, spec information, and the development and advertisement of annual marketing campaigns.
- Assists with creation and implementation of special events and concerts.
- Facilitates creative development process including writing creative briefs, press releases, monitoring deadlines, proofing, and providing valuable messaging input.
- Monitors and works events; may include weekends, evenings, holidays, overtime, or as needed.



Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.) required upon hire.
- Bachelor's Degree in marketing, graphic design, communications or related degree.
- 2 years professional or internship experience in events management and planning, marketing, advertisement or campaign development.
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- Minimum Age Requirement of 21

Classification: Grade 14

FLSA: Non-Exempt

