

## **Community Events Coordinator**

The City of Valdez is accepting applications for a Community Events Coordinator. Working under the supervision of the Economic Development Director this position will plan, organize and coordinate city sponsored events. In addition, this position will support city, as well as, community non-profit organization events which utilize city resources, including holiday and cooperative events. This position coordinates and cooperates with other city departments to ensure the success of Community Events.

### Minimum Qualifications:

- Bachelor's Degree in Recreation, Event Management or related field;
- Two (2) years experience planning & coordinating community events or related public sector program management;
- An understanding of the role of OSHA, ADA and DEC as they apply to events;
- Two (2) years experience in Budgeting and Revenue Generation;
- Experience in working with multiple agencies

Successful applicants will be subject to a background check and must be able to obtain, and maintain, first aid and CPR certifications.

This position is full-time permanent working a minimum of 40 hours per week. Rate of pay is \$57,460-\$61,580 FLSA Exempt with an excellent benefits package that includes affordable health insurance, retirement and PTO.

Return completed application, cover letter, resume' and references to City of Valdez Attention Human Resources, PO Box 307/212 Chenega Drive, Valdez, AK 99686. Position is open until filled; review of applications begins June 18, 2018.

The City of Valdez is an Equal Opportunity Employer.