



## **Events and Engagement Coordinator – Job Posting**

### **Position Summary**

The City of Pocomoke City is seeking **Events and Engagement Coordinator** who is responsible for coordinating municipal events and supporting community engagement initiatives that enhance public participation and awareness. This position provides administrative, logistical, and communications support related to events, outreach activities, fundraising efforts, and public-facing materials. The Coordinator works under general supervision and exercises independent judgment within established policies and procedures.

### **Essential Functions**

#### **Event Coordination**

- Plan, coordinate, and support municipal events, public meetings, and community programs.
- Develop event schedules, timelines, and logistical plans.
- Coordinate facilities, vendors, equipment, and supplies.
- Provide on-site coordination and support during events, including setup and breakdown.
- Maintain and update event calendars and schedules.

#### **Community Engagement and Outreach**

- Assist with outreach efforts to increase community participation in municipal programs and events.
- Serve as a liaison to community partners, stakeholders, and organizations as assigned.
- Support initiatives that strengthen relationships between the City and the public.

#### **Fundraising and Sponsorship Support**

- Assist with planning and coordination of fundraising events and sponsorship activities, as permitted by municipal policy.
- Support donor and sponsor communications related to events and engagement activities.
- Maintain records related to fundraising and sponsorship efforts.

**Communications and Marketing Support**

- Assist in the development and distribution of promotional materials, including flyers, graphics, and digital content.
- Support management of social media platforms and website event postings.
- Ensure consistency with municipal branding, messaging standards, and communication policies.

**Administrative Support**

- Maintain records, files, and documentation related to events and engagement activities.
- Track expenditures, invoices, and basic budgets related to assigned programs.
- Assist with post-event evaluations, reports, and follow-up communications.

**Knowledge, Skills, and Abilities**

- Knowledge of event coordination, community engagement, or public outreach practices.
- Strong organizational and time-management skills.
- Ability to manage multiple assignments and meet deadlines.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency with standard office software and basic design or social media tools.

**Minimum Qualifications**

- High school diploma or equivalent required; associate's or bachelor's degree preferred in communications, public administration, marketing, or a related field.
- One to three years of experience in event coordination, communications, community engagement, or related work.
- Equivalent combinations of education and experience may be considered.

**Working Conditions**

- Work is performed in an office and community event setting.
- Position requires occasional evening and weekend work.
- May require standing, walking, and light lifting during events.

**How to Apply**

Submit a cover letter, resume, and three professional references online at: <https://www.cityofpocomoke.com/city-job-application-form>

Applications will be reviewed on a rolling basis until the position is filled.

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