

POCOMOKE CITY, MARYLAND

EVENTS COORDINATOR – Part-Time

The successful candidate will be responsible for planning and executing events with duties to include, but not limited to:

- **Researching, negotiating and booking venues and entertainers**
- **Writing, recording and sending out press releases and public service announcements for all events and promotions**
- **Making final checks on the day/night of the event to ensure everything meets standards to include overseeing all the event operations**
- **Managing event staff assignments and delegation**
- **Keeping costs within the allocated budget which will require financial skills and the ability to create accurate reports**
- **Be prepared to act quickly to resolve any/all problems that may arise during the event**
- **Writing post-event reports to analyze how the event went and identify areas of improvement**
- **Managing the websites for downtownpocomoke.com & pocomokechristmasparade.com, as well as, the Community Calendar on cityofpocomoke.com**
- **Scheduling and designing advertising for events & business promotion using county, city & downtown funds**
- **Attending meetings/conferences involving the Downtown Pocomoke Association, Pocomoke Area Chamber of Commerce, Worcester County and various other meetings as required**
- **Promoting the growth of the Downtown Pocomoke Farmers & Flea Market**

The Events Coordinator needs to have excellent organizational skills, the ability to work with a variety of people, strong/effective customer service skills and be able to adapt to changing conditions quickly.

Please submit a resume and/or an on-line application to: Jeff Gleason, Human Resources Director, P O Box 29, Pocomoke City, Maryland 21851

POCOMOKE CITY is an EQUAL OPPORTUNITY EMPLOYER