

## MARKETING AND COMMUNICATIONS COORDINATOR

### NATURE OF WORK

This is a highly responsible professional and administrative position in planning, developing and coordination the City's special events and recreational activities. Work is performed under the general administrative direction of the Director of Administrative Services.

### EXAMPLES OF DUTIES

Work involves the responsibility for planning, coordination, implementing and participating in citywide special events and programs. Promotes, instructs and markets program effectively and professionally. Serves as a liaison with other agencies in coordination with special programs. Works with the department's Recreation Coordinator to jointly plan and promote recreational activities. Works with the general public in the rental of city facilities. Possess the skills to perform general office duties and provide customer service. Coordinates with various non-profit group leaders to promote their fundraisers to include use of City's facilities as a host site. Attend conferences; explore and implement new events and program; performs other duties as assigned.

### PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### MINIMUM QUALIFICATION

#### Knowledge, Skills and Abilities

Thorough knowledge of special event programs and recreational activities. The ability to accurately maintain office files and records. Have the enthusiasm to be organized and self-motivated to provide top quality programs. This job requires maturity and involves exercising good judgment and stability in the application procedures. Good public relation skills are required. Ability to communicate effectively with peers and the public, both orally and in writing. Ability to develop relationships with local news media. Must have the ability to make written and oral presentations of plans, program and other related data. Must be able to work flexible hours. Work subject to review from time-to-time by the Director of Leisure Services.

### TRAINING AND EXPERIENCE

Associate degree; College Degree preferred in public relations, recreation or event planning and /or related field, and two years in the administration of recreation program. Will be required to obtain and maintain certification in CPR and basic first aid, once hired. Knowledge in recreation safety is a plus.

Special Requirements

Possession of a valid Florida Driver license

CLASSIFICATION

Administrative. FLSA Non-exempt

PAY GRADE: 123

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