

Newton County Park Board
Special Events Coordinator

JOB DESCRIPTION

The Special Events Coordinator shall work with the Newton County Park Board (Park Board), its members, representatives, and others in facilitating and supporting community projects established by the Park Board through its agenda.

The Special Events Coordinator shall organize and conduct special events as directed by the Park Board. Pursuant to this contract, the Special Events Coordinator's duties shall include, but are not limited to:

- Planning, coordinating, and conducting Park Board events; minimum of 12 events a year plus a minimum of 6 partnered events a year, all while maintaining the budget set for each event
- Preparing and submitting information for ads and media placements;
- Preparing and submitting written plans and reports along with attending Park Board monthly meetings;
- Keeping Meeting minutes and maintaining historical records of the Newton County Park Board
- Attending Newton County Council and Commissioner Meetings to update the respective boards and answer any questions they may have;
- Creating and updating Park Board Website and Facebook Page with Events around Newton County
- Supervising any other contractors that the Park Board may contract with
- Securing sponsorships and community participation;
- Public relations and marketing of events;
- And performing all other reasonably associated duties as may be assigned or directed by the Newton County Park Board.

The Special Events Coordinator shall be expected to work in this capacity no less than an average of twenty-five hours per week and shall report directly to the duly appointed members of the Park Board.

The Special Events Coordinator shall furnish all labor material, equipment, chemicals, fertilizer, incidentals, and services necessary for the proper completion of all work specified. Event prizes, promotion materials, food, and beverages will be furnished by the Park Board.

No work shall commence until the County is in receipt of any required bonds, non collusion affidavits, and certificates of insurance.

Qualifications

High School Diploma or GED equivalent

Basic Knowledge of Newton County geography and communities is a plus!

Compensation

\$20,000 p/year

For a full job description Click here (insert link to google doc for Job Description)

To Apply

Please submit resumes to **newtoncountyinparks@gmail.com**

Resumes will be accepted through Monday October 31st at noon.