



Job Description – Events Coordinator

Location: Whitestown, IN

Work Schedule: Full Time, 8:30 a.m. – 5:00 p.m., M-F

Reports to: Community Engagement Manager

Job Purpose:

The incumbent serves as Events Coordinator for the Town of Whitestown Parks and Recreation Department, responsible for coordinating and executing Town events, creating community relationships, and recruiting and managing volunteers.

Essential Duties and Responsibilities:

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Create, plan, implements and manages various special events, recurring events, programs, and community outreach programs.
- Creates and implements new event and program concepts improving on previous events.
- Creates and maintains event budgets and timelines.
- Creates and builds community relationships.
- Develops marketing and social media for events.
- Assists in obtaining event funding.
- Coordinates between other departments, business owners, and vendors relating to events
- Recruits and manages volunteers.
- Schedules and executes pre and post event meeting, leading re-event meetings to define event goals and timelines.
- Maintains organization and inventory of event supplies.
- Serves as a resource for partnered Town organizations as it relates to events.
- Performs related duties as assigned.

Education, Knowledge, and Skills:

- Must be at least 21 years of age.
- High School Diploma or equivalent.
- Bachelor's degree in Parks and Recreation or related field preferred.
- Experience in the Parks and Recreation field preferred.
- Practical knowledge of Department programs, event planning, marketing/social media practices, with strong time management, organizational, and planning abilities, and excellent communication/relationship building skills.
- Knowledge of related policies, laws, and procedures.
- Practical knowledge of standard office policies and procedures with computer skills including word processing/spreadsheets/presentation and department-specific software/systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Working knowledge of basic filing systems and ability to create and maintain department files and records.
- Ability to effectively communicate orally and in writing with co-workers, other City/County/State departments and agencies, police and fire, volunteers, partners, sponsors, vendors, and the public, including being sensitive to professional ethics, gender, culture diversities, and disabilities.
- Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.
- Ability to occasionally work extended hours, weekends, and evenings.
- Possession of a valid driver's license and must remain insurable through the Town of Whitestown's Insurance carrier.

Physical Demands/Work Environment:

The incumbent must be able to:

- Stand and walk for long periods of time.
- Ability to lift and move 50 lbs.
- Ability to climb, balance, crouch, crawl, kneel, etc.
- Work duties may be performed in an office setting, outside, in inclement weather, etc.
- Work duties may be performed on nights and weekends.

To apply for this position, please send your resume to Katie Barr, at kbarr@whitestown.in.gov.