



Events Coordinator

Location: Whitestown

Reports To: Parks Director

Full/Part Time: Full Time

Regular/Temporary: Regular

Wage (Hourly/Salary): DNE \$70,000

PURPOSE:

Responsible for all aspects of Town events. The Event Coordinator will work directly under the Parks Director. This position will be responsible for the planning, organizing, implementation and management of special events, community events, cultural events, and community outreach under the guidance of the Operations Manager and Parks and Recreation Director. The Event Coordinator will also focus on creating community relationships with residents, businesses, and all members of the community. Reasonable accommodation may be made to enable individuals with disabilities to perform the job responsibilities.

RESPONSIBILITIES:

- Create, plan, and manage events for the Town of Whitestown.
- Lead pre-event planning meeting with Parks staff to define event goals and timelines.
- Plan, implement, and manage over seventy-five special events, reoccurring events, programs, and community outreach programs yearly.
- Create and implement new events and program concepts each year.
- Create community relationships.
- Obtain event funding via event revenue, donations, and sponsorships.
- Serve as a resource for other organizations that the Town has partnered with as it relates to events.
- Create and maintain budgets for all events.
- Serve as a liaison between Town departments, business owners, and vendors in the coordination of special events and programs.
- Perform all other duties as assigned.

QUALIFICATIONS & SKILLS:

- Understand the importance of community relationships with ability to apply.
- Understand the importance of community involvement with ability to apply.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Possession of a valid driver's license.

Event Coordinator – Continued

EDUCATION & EXPERIENCE REQUIREMENTS:

- High School Diploma
- 4-year degree in Recreation or related field preferred
- Certified Parks and Recreation Professional preferred
- Experience in the Parks and Recreation field preferred

The Town of Whitestown offers competitive salaries and benefits, including health insurance, retirement plans, and professional development opportunities.

To apply, please email your cover letter and resume to
Angie Veatch, at aveatch@whitestown.in.gov