

A **Special Events Coordinator** position is currently available in the Community and Economic Development Division. This position is crucial for enhancing city-wide initiatives, tourism, and downtown development through meticulously organized special events. This is a permanent, full-time position. This is a Class 15 position with a beginning pay of \$19.75 per hour.

Major Duties:

- Develop, plan, and coordinate all aspects of special events, including marketing, communications, and logistical support.
- Manage the Hook & Ladder open-air event space and coordinate with the Downtown Development Authority and Visit Bainbridge offices.
- Develop promotional materials, manage event budgets, and oversee the production of events from conception through to completion.

Knowledge Required:

- Proficient in event development and management, graphic design, and marketing principles.
- Skilled in using computer programs such as Microsoft Office Suite and Adobe Illustrator.
- Excellent interpersonal and communication skills.

Minimum Qualifications:

- Associate's degree.
- At least one year of relevant experience.
- Ability to pass a pre-employment drug screening.
- Valid driver's license with the ability to operate designated vehicles.

Deadline for applications: Open until filled

Applications can be obtained at City Hall, 101 S. Broad Street

THE CITY OF BAINBRIDGE IS AN EQUAL-OPPORTUNITY EMPLOYER.