

Job Title: Part-Time Event Planner/Coordinator

Location: Greenville, NY, Greene County.

Job Type: Part-Time

Salary: \$20/hour

Job Description:

Our town seeks a skilled and motivated Part-Time Event Planner/Coordinator. The ideal candidate has excellent organizational skills, attention to detail, and is able to plan and execute successful public events. This role is responsible for managing contracts, coordinating with authorities, promoting participation of local organizations, schools, and businesses, coordinating with volunteers. Additional responsibilities include updating the town website with current event information, running event approvals through the town board and code enforcement officer, and overseeing local town events in person. This position reports directly to the Town Clerk and Town Supervisor.

Responsibilities:

- Plan and execute successful public events in the town.
- Develop and improve upon event documentation including promotional materials, policies, budgets, and procedures with the assistance from local volunteers.
- Solicit and manage event vendor and event partner contracts, including receipt of Certificates of Insurance.
- Manage and update public-facing website and social media accounts with current event information.
- Coordinate with local and county authorities to ensure all necessary permits are obtained and relevant regulations are followed.
- Encourage participation of local non-profit organizations, local schools, and local businesses in town events, coordinate with volunteers.
- Identify event locations within the town and ensure proper setup and logistics.
- Issue press releases to promote town events and respond to questions from media and vendors.
- Run event approvals through the town board and code enforcement officer.
- Oversee events on the day-of, ensuring all aspects of the event are running smoothly.
- Solicit community feedback after events and implement procedural improvements.

Requirements:

- 2+ years of experience relevant to event planning and coordination.
- Excellent organizational skills with attention to detail with the ability to multi-task and prioritize, especially in occasionally fast-paced conditions.
- Strong communication and interpersonal skills to work with vendors, county authorities, and community organizers in person and by phone and email.
- Experience in budget management.
- Proficiency in Microsoft Office Suite, social media platforms, and website management.
- Ability to attend events in person and oversee logistics on the day-of.

To Apply:

If you are passionate about event planning and coordination and want to make a difference in our town, please submit your resume and a cover letter highlighting your relevant experience to the Town of Greenville Clerk at townclerk@townofgreenvilleny.com. Industry-relevant references also welcome. We look forward to hearing from you!