

Special Events & Main Street Coordinator

A Special Events & Main Street Coordinator position is currently available in the Community Services Division. This position is responsible for assisting in the planning, coordination, and execution of city-sponsored events, while supporting downtown merchant engagement, tourism initiatives, and community outreach efforts. This position also provides backup support for communications and marketing efforts to help strengthen downtown vitality and promote City programs and services. This is a permanent, full-time position. This is a **Class 15** position with a beginning pay of **\$19.75 per hour**.

Some of the major duties include but are not limited to:

- Assist in planning, organizing, and executing city-sponsored events including festivals, parades, downtown events, and community programs
- Coordinate event logistics including vendor communication, permits, equipment rentals, entertainment, and event setup/teardown
- Work with city departments, community organizations, and volunteers to support successful event operations
- Serve as a point of contact for downtown merchants regarding events, promotions, and City initiatives
- Support downtown beautification efforts, promotional campaigns, and merchant participation in programs and events
- Maintain and distribute informational and promotional materials at hotels, visitor centers, and key community locations
- Assist with visitor center operations including merchandise inventory, displays, and daily functions
- Provide friendly and helpful information to visitors regarding local attractions, events, and services
- Assist with social media, flyers, website updates, and promotional content as needed
- Capture photos and content during events for use in marketing and communications efforts
- Provide on-site support for events, including evenings and weekends as needed

Knowledge required for the position:

- Community engagement and customer service principles and practices
- Event planning and coordination methods
- Marketing, tourism, and downtown development practices
- Social media platforms and basic promotional strategies
- Microsoft Office and general office technology
- Positive and effective communication techniques
- Policy and procedure development practices

Minimum qualifications:

Associate's degree or Bachelor's degree in Event Management, Hospitality, Marketing, Communications, or a related field preferred; equivalent work experience may be considered. Strong organizational and time management skills required. Excellent interpersonal and

customer service skills required. Experience coordinating events, working with the public, or supporting marketing efforts is preferred. Proficiency with Microsoft Office required; experience with social media and basic design tools is a plus. Valid driver's license required. Ability to work flexible hours, including evenings and weekends, as needed for events. Ability to pass a pre-employment drug test and random drug testing.

Deadline for applications: Open until filled

Applications can be picked up from City Hall and at www.bainbridgecity.com

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