

City of Frankfort

Position Title: Park Events Coordinator/Administrative Assistant

Reports to: Parks Superintendent

Status: Non-Exempt

Effective Date: May 9, 2022

Position Summary:

The Event Coordinator is responsible for all aspects of the Parks Department events and programs. This position is responsible for planning, organizing, marketing, implementation and management of special events, community events, and cultural events under the guidance of the Park Superintendent. The Event Coordinator is will also focus on reservations of the Frankfort Neighborhood Center, Prairie Creek Park Encompass Event Center, benches, shelters, and picnic tables.

Essential Duties:

Reports to Superintendent and is responsible for keeping good communication and relationship between the public and the Parks Department.

Create, plan and manage events for the Parks Department

Leads pre-event planning meeting with Parks staff to define event goals and timelines

Plans, implements and manages special events, reoccurring events, programs

Create and implement new events and program concepts each year

Responsible for obtaining event funding via event revenue, donations, sponsorships, etc.

Serves as a resource for other organizations that the Parks Department has partnered with as it relates to events

Responsible for creating and maintaining budgets for all events

Maintain and improve public relations including all Parks social media platforms and website

Serves as a liaison between city departments, business owners, and vendors in the coordination of special events and programs.

Ensures that all reports and information is handled in a timely basis.

Maintains on site cash funds and records for various funds received from the public and contractors.

Performs a variety of general office tasks to support the needs of the Parks Department, including files, spreadsheets, reports, copies, errands, etc.

Communicates with Supervisor, Superintendent, Administrative Assistant, employees, co-workers, other departments, and the public and other individuals as needed to coordinate work activities, review statuses of work, exchange information, or resolve problems.

Will be trained in the payroll process and the payment of claims and will assist the part-time Administrative Assistant to see that both tasks are completed for the Parks Department.

Provide assistance to other employee or department as needed.

Other duties as assigned.

Ideal Candidate will possess:

High School Diploma

4-year degree in event planning, hospitality, tourism, or related field

Experience in the Parks and Recreation field preferred

Bilingual Skills (Spanish)

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

Ability to work in a fast paced environment

Ability to work on multiple projects and handle a volume work load

Must possess and maintain a valid Indiana Driver's License

Physical Demands/Work Environment:

- Stand and walk for long periods of time
- Ability to lift and move 50 pounds
- 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

ADA Compliance:

Physical Ability: The position may include the individual to lift, climb, crawl, stoop, kneel crouch, push and pull.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, uncomfortable temperatures, noise, and chemicals.

The City of Frankfort, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.