



Town of Belville

North Carolina

Position of

Events and Outreach Coordinator

Description

The Events and Outreach Coordinator is responsible for providing public information regarding town events and is responsible for the coordination and administrative management of events for the Town. The role is designed to create and maintain effective communication about events via the town's website, social media presence, and circulate accurate and timely information to the public utilizing an array of media. In addition, the employee plans and coordinates various community events and activities such as concerts, festivals and holiday events.

Work requires considerable planning, coordination with others, and timely execution of work, strong public information and technology skills and creativity. Employee must exercise independent judgement and simultaneously must consider financial, socio-economic, legal, and regulatory variables as they affect the Town. Work is performed under general supervision of the Parks and Recreation Director and the Assistant Town Manager and is evaluated through conferences, reports and results.

Duties

Planning & Development

- Plans, organizes and coordinates a variety of Town events and activities including concerts, festivals, holiday events, etc.
- Rents facilities; arranges and/or contracts for entertainment, meals and vendors; coordinates street closings.
- Markets events to the public through the town's website and social media platforms.
- Prepares reports and presentations for management and the governing board on various topics.
- Schedules rental facilities for parties and events with the public, non-profits, schools or other organizations; coordinates with renter regarding facility rules, fees, deposit amounts, key pick up and other details; monitors facilities for cleanliness and appearance; maintains calendar of events at facilities and for staffing requirements; coordinates with staff after hours and weekend work requirements.
- Works with the Parks and Recreation Board; attends meetings; prepares reports; designs marketing and promotional flyers, sponsorship packages, banners and other items.

Administrative & Financial (continued)

- Assists Parks and Recreation Director with annual budget preparation for events and identifies future needs for the efficient management of town functions.
- Assists Parks and Recreation Director with preparation of town facilities where events are conducted.
- Maintains records of bookings for the town's facilities and manages software for event tracking and payments.
- Prepares maps and coordinates logistics for events.
- Recruits volunteers and assigns tasks during events.
- Follows all required federal, state, local safety standards and town policies, including OSHA regulations.
- Performs all other duties as required.



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Knowledge and Skills

- Considerable knowledge of principles, practices and processes involved in event planning.
- Considerable knowledge of marketing and use of social media.
- Skilled in collaborative conflict resolution, meeting facilitation, internal and external customer service excellence, teamwork, and public speaking.
- Ability to organize large events and coordinate with multiple vendors and volunteers.
- Ability to establish and meet effective work priorities, organize work for efficient processing, and meet established deadlines.
- Ability to motivate volunteers and committees and create a vision of excellence for the joint outcome.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, supervisors and other employees

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly move objects.
- Must possess the visual activity to prepare and analyze data, examine and work with maps, charts, and detailed materials, operate a computer, inspect sites, use measuring devices, figure computations, and to read extensively.

Desired Education and Experience

Graduation from a four-year college or university with a degree in marketing, public administration, business, planning, economics, parks and recreation or related field supplemented by training or experience in event planning and marketing or a related field, or an equivalent combination of education and experience.

Bachelor's Degree preferred.

Special Requirement

- Must possess a valid NC Driver's License.
- Willing to work overtime, holidays and weekends as requested by the Parks and Recreation Director or Assistant Town Manager.



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ADA Compliance and Physical, Visual, Verbal, and Haptic Ability

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not create an employment contract, implied or otherwise.

The Town of Belville is an Equal Opportunity Employer.

Department:	Reports to:	FLSA:	Wage Grade:
Parks and Recreation	Director of Parks & Recreation	Non-exempt	16



Town of Belville North Carolina

About Belville

Our Community

Located in Brunswick County, the Town of Belville has a geographical area of 1.9 square miles, and a population of 3,100.

Our town borders the Brunswick River and is located five miles from the Cape Fear River and historic downtown Wilmington, and is a short drive to numerous beaches in Brunswick and New Hanover Counties. Brunswick County is one of the fastest growing counties in North Carolina.

Our Vision Statement

The Town of Belville is committed to maintaining its distinctive Small Town Character and taking a leadership role in revitalization. We are focused on historical education, recreation, and a place for our citizens and businesses to thrive.

Our Focus

We recognize the need to be good stewards of our natural spaces, to foster a culture of engaged community members, and grow and develop our town responsibly. Belville is focused on economic development and revitalization, and desires to create a community for people to live, work, and shop. Our Vision 2030 Plan aims to achieve our goals of smart growth and continued improvement. We maintain close ties to surrounding municipalities with the mindset that improvement and progress is a team effort.



How to Apply

To apply, please complete our Employment Application and submit it along with your resume through one of the following methods:

1. Email materials to townmanager@townofbelville.com OR
2. Mail materials to 497 Olde Waterford Way, Suite 200 Belville, NC 28451, Attention: Town Manager.

Application Form can be found at <https://townofbelville.com/jobs/>