



CITY OF EUSTIS, FLORIDA
EMPLOYMENT OPPORTUNITY
EVENTS ASSISTANT

The City is seeking a trustworthy, responsible individual who, under direction, plans, promotes, and coordinates a variety of special events and programs for the City, particularly special events and programs that generate tourism and economic development activity.

ESSENTIAL JOB FUNCTIONS

- Greets and assists the public and other visitors;
- Answers the telephone, providing information, assistance, screening and taking messages;
- Develops, initiates and manages various special projects and events assigned by the Events & Tourism Manager;
- Establishes and maintains logs, files and other records;
- Assists in planning special events and programs such as festivals, concerts, parties, exhibitions, shows, etc.;
- Works with the public and other City Departments to coordinate services, materials and support systems needed for events and programs;
- Creates graphic designs (flyers, brochures, event/marketing materials, maps, billboards, banners, digital items, applications);
- Works with the public and other City Departments to coordinate services, materials and support systems needed for events and programs;
- Builds and edits GeorgeFest and Eustis On Ice Websites;
- Assists in editing city website;
- Manage digital signs and Community Calendar;
- Process payments for vendors and sponsors (Cash, Checks, Money Orders and Credit Cards);
- Develops and enhances working relationships with various organizations, non-profit groups, service clubs and businesses;
- Directs and participates in the setting up and taking down of decorations, displays, tables, chairs, equipment, etc., before and after scheduled activities;
- Provides support to those assigned to assist in events production;
- Provides for the maintenance and inspection of supplies and equipment;
- Composes post-event evaluation reports including analysis of funding, staffing, event success/impact, etc.;
- Works to create and maintain a positive economic development and business climate in the City;
- Other related duties as required.

EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT USED

General office equipment; variety of equipment, materials and supplies used for events and programs. Familiar with Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Publisher, Adobe Photoshop, Adobe Indesign, Adobe Muse, Adobe Illustrator, Adobe Acrobat Reader, Adobe Premier Pro, Adobe Light Room, Venus 1500, USAePay.

REQUIREMENTS:

Knowledge, Abilities and Skills – Knowledge of special events programs and activities; knowledge of special events planning and coordination; knowledge of various public interest and civic groups;

Ability to coordinate special events and develop positive community interest in special events; ability to work independently; ability to work with the general public of all ages tactfully and effectively; ability to maintain records and prepare reports; ability to work a flexible schedule, including evenings, some weekends and holidays; ability to remain at a city work shelter, before, during and after a hurricane or other storm or disaster, if asked.

Strong organizational and communication skills

Working Hours - ****While the person in this position commonly works from 8:00 a.m. to 5:00 p.m., the position does include special event work that regularly includes evening and weekend hours. Candidate must have some evening and weekend flexibility. ****

Physical Demands – This is continual light work and occasional heavy work. Requires walking and standing for long periods of time; frequent stooping, bending and reaching; lifting up to 50 pounds and carrying/pushing/pulling up to 50 pounds; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech; working in adverse environmental conditions (heat, cold, rain, etc.) for long periods of time.

Minimum Qualifications – High School diploma or recognized equivalent required; two (2) years college level education from an accredited college or university in Business, Organizational Management, Marketing, or related field preferred; one (1) year of experience in coordinating/managing special events. Valid Florida Driver's License with an acceptable driving record is required.

Salary Range – \$13.99 - \$20.34/hr (\$29,108.57 - \$42,309.77/yr); EXCELLENT benefits (Note: Benefit information is posted on city website at www.eustis.org, or call Human Resources at 352-483-5472). Applicants should expect a starting salary of \$13.99/hr. Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. Final candidates may be required to pass a drug test and are offered a conditional offer of employment contingent upon satisfactory results of a thorough background check including criminal history, driver's license check, & medical exam (if applicable).

CLOSING DATE: **OPEN UNTIL CLOSED BY THE CITY**

EQUAL OPPORTUNITY EMPLOYER
Minorities/Females/Disabled
Florida Drug Free Workplace
Veterans Preference Employer

HUMAN RESOURCES DEPARTMENT
CITY OF EUSTIS
P.O. Drawer 68 (109-A E Orange Ave)
Eustis, FL 32727-0068
Phone – 352-483-5472
FAX – 352-483-0492
E-Mail – personnel@ci.eustis.fl.us

IMPORTANT: The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per FS 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, F.S. **Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms).** The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing, please inform the City, prior to the testing date.

Applications must be received or postmarked no later than 12:00 midnight on the closing date. The City may close positions that are posted with an "Open" closing date at any time, without prior notice. While we highly recommend that applicants use our online Job Application Builder, we also have printable applications available for download at www.eustis.org. Office hours are 8:00 am to 5:00 pm Monday thru Friday. For more information, please visit Human Resources at www.eustis.org or call us at 352-483-5472. Under Fla. Law, all application materials are public record and subject to public scrutiny.