

	<b>Human Resources Department</b> <b>Forms and Documents</b>	<b>HRP-03 Effective Date: 07.05.2017</b>
		<i>This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.</i>
<b>POSITION ANNOUNCEMENT</b>		

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 161 N. Section St., Fairhope, Monday through Friday, from 8:00 a.m. to 5:00 p.m. or online at [www.cofairhope.com](http://www.cofairhope.com). Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

### Position Information

Job Title: Special Events Co-ordinator (Temp) Department: Community Development

Job Status:  Regular full- Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: ASAP To: 90 days after DOH*

Standard Scheduled Hours: Schedule Varies Days to be Worked: M-F

**Starting Pay Rate:** \$21.66 per hour Pay Grade 20

**Position Description:** The purpose of this position is to create, develop and implement programs related to the promotion of the City of Fairhope for its citizens and tourists.

**Primary responsibilities include:** This position is responsible for coordinating special events and carrying out policies, objectives, functions and programs for the City of Fairhope. Work is performed in accordance with established guidelines and procedures under the general direction of the Director of Community Affairs. Supervision may be exercised over assisting employees and volunteers as assigned. An employee in this class will be expected after normal business hours and on weekends as needed.

**Duties Include:** Develop, implement and coordinate promotional programs for the Downtown Business District; Actively solicit groups to shop in Fairhope; coordinate with groups who visit the city; Assist the Downtown merchants with their marketing and other special events; Recruit and supervise volunteers at the Fairhope Welcome Center, Fairhope Museum and for other City special events; Assist in the development of City communications, prepares or collects information for the City newsletter, news releases and articles regarding Fairhope; Attend various civic, tourist, community, etc. meetings as necessary ;Serve as a liaison between the community and business community and the City of Fairhope; Assist with and/or coordinate special events such as: Farm Market, July 4<sup>th</sup> Celebration, Downtown Tree Lighting, Christmas Parade, etc.; Coordinate all aspects of the Fairhope Welcome Center; Maintain Social Media and City website as necessary and develops other communication outlets

**Minimum Requirements:** Graduation from an accredited college or university with a bachelor’s degree in Communications, Marketing, Public Relations or a related field; or any equivalent combination of experience, education or training which provides the knowledge, skills and ability to perform the work.

**Knowledge, Skills and Abilities:** Extensive knowledge of modern marketing techniques, including social media; Extensive knowledge of Fairhope, its founding and history, and the ability to “sell” Fairhope to tourists and other customers; Working knowledge of a variety of word processing, and desktop/graphics publishing software, including MS Word and MS Publisher and InDesign; Ability to rapidly learn and perform tasks related to the City’s regulations, policies, rules, functions, procedures and processes.

**Date Posted :** 11/15/2017

**Closing Date :** Until filled

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*

161 N. SECTION ST. P.O. DRAWER 429  
FAIRHOPE, ALABAMA, 36533