



**JOB DESCRIPTION**

**POSITION TITLE:** Events Assistant

**DEPARTMENT:** Public Services –  
Leisure Services

**REPORTS TO:** Recreation Supervisor

**FLSA CATEGORY:** Non-exempt

**EMPLOYMENT CLASSIFICATION:** Seasonal

**PAY TYPE:** Hourly

**RANGE:** LS – Range 1

**LATEST REVISION DATE:** 2/2016

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**POSITION SUMMARY**

The Events Assistant is responsible for assisting with the planning, coordinating and evaluating of community special events and Leisure Services events. The Events Assistant is responsible for assisting with the promotion, marketing and staffing of events such as Easter Egg Bonanza, Trick or Treat Trail, Senior Picnic, Senior Gala and others. This is a flexible work schedule with varied hours depending upon upcoming events. Hours not to exceed an average of 5 hours a week throughout the year. Availability on Thursday afternoons (from 12pm-3:30pm) is necessary, specific to senior programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attends planning meetings with staff and volunteers
- Helps create and manage event timelines and budgets.
- Maintain accurate and up-to-date records and files for all events.
- Completes tasks required for event preparation and event execution.
- Helps design and produce printed materials, brochures, signage and other marketing pieces.
- Develops positive relationships with program participants, sponsors, volunteers and general public.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Scheduling flexibility, ability to work weekdays, evenings and weekends as needed.
- Effective communication skills.
- Highly organized and outstanding attention to detail.
- Dependability, punctuality ability to manage and engage volunteers.
- Knowledge of effective promotional methods and computer skills a plus.
- Must represent the Village of Bellevue and the Parks and Leisure Services Department in a positive and professional manner.

**REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- High school diploma or equivalent.
- Prior experience in marketing or promotion of events preferred.

**Other Requirements**

- Must be at least 18 years of age.
- Must have reliable transportation.
- Flexible work schedule is required.

**PHYSICAL DEMANDS**

- Position is performed in a variety of settings: office, indoors and outdoors.

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*