



Special Events & Sponsorship Specialist City of Moline

Contact Name: Fawn Schultz
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Closing Date: 2024-09-04
Salary: \$51,824.03

Description:

Application Deadline: Wednesday, September 4, 2024, at 5:00 p.m.

Apply Online: <http://www.moline.il.us/109/Employment>

Hours: Monday - Friday, 8:00 a.m. – 4:00 p.m.

Attend events and programs, as required, which may be during non-traditional work hours and include evenings and weekends.

Pay Range: \$24.9154 - \$36.1274 Hourly / \$51,824.03 - \$75,144.99 Annually

Starting Pay: \$24.9154 Hourly / \$51,824.03 Annually

Characteristics of the Job

Under the direction of the Parks & Recreation Director, performs general office duties and professional work related to planning, and organizing of special events, festivals and other park and recreation programs. Independent judgment is exercised in determining work methods after receiving written and oral instructions.

Examples of Duties

Recommend, develop, and oversee the department's special events and festival program and other recreation programs, as assigned.

Develop short-term and long-term goals and strategies for programs and activities, in accordance with department and Park Board objectives.

Seek out new funding and revenue sources through new programs, sponsorships, and grant opportunities

Research public and private grant sources to identify sources of funding. Assist staff in writing grants. Coordinate projects, programs, and events on an interdepartmental and/or a community-wide basis.

Analyze program success and recommend change.

Register participants, collect program and service fees; issue receipts.

Complete reservations and perform routine clerical and typing tasks.

Answer public inquiries concerning programs, services and facilities.

Assist in preparing the annual budget for assigned programs and events.

Prepare records and activity reports.

Ensure compliance with all applicable laws, rules, regulations, ordinances, policies, procedures and league rules; resolve complaints or protests concerning same.

Attend events and programs, as required, which may be during non-traditional work hours and includes evenings and weekends.

Other duties may be assigned.

Training and Experience

Associate's degree or equivalent from a two-year college or university with concentration in leisure/recreation services or physical education, supplemented by two (2) years of experience in recreation, tourism; some experience in office policies and practices; experience in public sector preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Good knowledge of recreation programming, event coordination; and registration documents; basic knowledge of office policies and practices; spelling and grammar; searching for grant opportunities and grant-writing; knowledge of sports rules and recreation program computer applications; and of the laws, policies and procedures that impact the work performed.

Excellent skill in public and employee relations and in maintaining effective working relationships with other employees, officials, agencies, vendors and the public; proofreading and performing data entry with a high degree of accuracy; communicating effectively, orally and in writing; operating of modern office equipment including computers; skill in multitasking and composing clear, concise and informative correspondence; preparing payroll, schedules and reports; using Microsoft Outlook, Word, PowerPoint, Publisher and Excel, web design software and other software used in the production of promotional items; and in organizing, completing and reporting on projects and programs.

Ability to coordinate and schedule seasonal staff and volunteers; work varied evening, weekend and holiday hours; prepare reports; identify problems, collect data, establish facts and draw valid conclusions.

Certificates, Licenses, Registrations

Valid Illinois driver's license or equivalent.

Physical Demands

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and use hands and fingers to handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Residency

AFSCME employees shall live within a 20-mile radius from the City's Emergency Center, located at 1630 8th Avenue in Moline, within 180 days of hire.

EQUAL OPPORTUNITY EMPLOYER