

City of Iona

Job Announcement

Part-Time City Event Planner & Public Relations Specialist

The City of Iona is seeking a creative, organized, and highly motivated individual to join our team as a **City Event Planner & Public Relations Specialist**. This part-time position is key to the planning and execution of community events while also providing support for various office tasks in collaboration with the City Clerk/Treasurer. The ideal candidate will possess strong organizational, communication, and multitasking skills, as well as the ability to work independently and interact effectively with city leadership and the public.

Principal Responsibilities:

City Event Planning & Coordination:

- **Event Planning & Execution:** Lead the planning, coordination, and execution of city-sponsored events such as Iona Days, Easter Egg Hunt, Halloween Carnival, Summer Fun Nights, community programs, and public celebrations.
- **Budget Management & Reporting:** Develop and manage event budgets, ensuring cost-efficiency. Track and report expenditures for events and provide budget updates to the City Council regularly.
- **Vendor & Sponsor Relations:** Identify, secure, and manage relationships with event vendors, sponsors, and community partners. Coordinate logistics to meet vendor needs and sponsor recognition.
- **Interdepartmental Coordination:** Work closely with various city departments (police, fire, public works) to ensure the smooth and safe execution of all events.
- **Volunteer Management:** Recruit, train, and supervise event staff and volunteers, ensuring all tasks are completed effectively.
- **Marketing & Promotion:** Create and execute marketing strategies, including social media campaigns and promotional materials, to boost event attendance and community

engagement.

- **Evaluation & Reporting:** Evaluate event success through feedback, performance metrics, and post-event reports. Use this data to improve future events and community engagement.
- **City Council Reporting:** Provide regular updates to the City Council on upcoming events, event budgets, and other relevant event-related matters. Attend monthly City Council meetings to present reports, discuss event logistics, and address any questions or concerns from Council members.

Public Relations & Office Support:

- **Newsletter & Social Media Management:** Design, write, and distribute the City's monthly newsletter. Manage the City's social media channels to keep the community informed about upcoming events, news, and other city initiatives.
- **Website Maintenance:** Regularly update the City's website with current event information, schedules, and relevant updates on city programs and services.
- **Administrative Support:** Assist the City Clerk/Treasurer with administrative duties, including processing building permits, accepting utility payments, and supporting day-to-day office operations.

Required Skills & Qualifications:

- **Experience:** A minimum of 2-5 years of experience in event planning, community outreach, or public relations. Experience in municipal government or public sector roles is preferred.
- **Technical Skills:** Proficiency in Canva or similar design software, social media platforms, event planning software, and basic website management tools.
- **Communication & Organizational Skills:** Strong written and verbal communication skills, with the ability to present information clearly to City Council and community members. Excellent organizational and time-management skills, with the ability to handle

multiple tasks and deadlines simultaneously.

- **Physical Requirements:** Ability to lift and move event materials (up to 40 lbs) and perform setup/takedown tasks during events. Occasional evening and weekend hours will be required for event coordination and attendance at City Council meetings.

Education & Experience:

- **Minimum Education:** High School diploma or equivalent (GED).
- **Experience:** At least two years of administrative or event coordination experience, preferably in a municipal setting, or any combination of education and experience that equips you to handle the responsibilities outlined for this position.

Salary:

DOE

Hours:

Part-time, flexible hours with occasional evening and weekend work required during event periods and for City Council meetings.

Application Process:

Interested applicants should submit a resume and cover letter to:

City Clerk/Treasurer

City of Iona

3548 N. Main Street

or via email: cityclerk@cityofiona.org