



Accepting Applications for:
COMMUNITY EVENTS COORDINATOR
\$25.70-\$33.85/Hourly + Overtime
Plus Excellent Benefits
FIRST APPLICATION REVIEW: May 24, 2022

THE RIDGEFIELD COMMUNITY

The Ridgefield Community is comprised of newcomers excited about making this nature filled place their new home, and long-time residents who continue to revel in Ridgefield's picturesque surroundings, family-friendly neighborhoods and parks, and a strong sense of community.

In a recent community survey, residents placed high importance on community events in Ridgefield and keeping the historic downtown area vibrant. Residents indicated that community events are essential to their quality of life.

THE POSITION

This is a challenging and rewarding career opportunity for an experienced Events professional who would like to make a difference in an active community.

The Community Events Coordinator reports to the Deputy City Manager and is a member of a creative and dedicated events team. He/she develops and implements City-sponsored events in support of Ridgefield's efforts to create community, enhance quality of life for all residents, support local businesses and keep the historic downtown vibrant. The event coordinator provides leadership in every aspect of the events including creating activities, preparing venue, managing vendors and overseeing happenings on the day of the events. Helps to promote events through marketing and media relations materials and communication with the public to include special Holiday events, summer community events, the State of the City, and First Saturdays.

This position has relative independence and latitude for exercising sound judgment, taking high-level initiative in performing tasks that require a leader who is knowledgeable in current practices and trends related to event planning, budgeting and marketing.

The large number of community events will create varied and interesting tasks such as:

- Coordinating staff and committee members to actively develop and implement downtown revitalization through community events and special activities.
- Helping to maintain current event marketing including website and social media updates, news story development, and news publications.
- Developing positive working relationships with local businesses, Public Schools, civic leagues, non-profit organizations, community members and City partners for participating in the planning, sponsorship or participation in events.
- Recruiting, managing, and directing volunteers to assist in the execution of City events, decorations, projects, etc.
- Preparing and managing budget for events within established City budget.
- Adjusting appropriately and working through different problems, issues, errors or unexpected changes during the planning process and on the day of the event.

- Purchasing all supplies needed for events, including tents, sound equipment, movie projectors, items needed for fund raising, prizes for challenges, food and beverages, and any other items necessary for City events.

This is a highly visible position that must maintain a high level of customer service to other City departments and to the public. The Events Coordinator will need to effectively communicate with department heads, residents and other agencies regarding event planning and development. The City depends on the this position to provide professional oversight and creative leadership in all City-sponsored community events and activities.

IDEAL CANDIDATE/QUALIFICATION REQUIREMENTS

Competitive candidates should have:

1. **Education:** A High School education or equivalent. An Associates Degree or two years of college level courses in public relations, communications or a related field is preferred.
2. **Experience:** Four years of increasingly responsible experience in planning/managing a variety of events with significant public contact.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

COMPENSATION, BENEFITS and WORK SCHEDULE

This is a full-time, non-exempt position of 40-hours per week. The Events Coordinator is also expected to attend and coordinate community events on the day of each event, including weekends and evenings.

The hourly wage for the position is \$25.70-33.85; and the starting salary is dependent upon experience and qualifications. Overtime rates apply for evenings and weekends.

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield or Kaiser. Other benefits include an Employee Assistance Program, long-term disability, paid holidays, tuition reimbursement, career development training, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

HOW TO APPLY

An application, resume and cover letter are required. Your cover letter should be no more than three pages and should include the following information:

1. Your qualifications related to the position with a focus on your events planning career to date,
2. The strengths you will bring to the position and City events, and
3. Your interest in working for the City of Ridgefield.

The Application for Employment with an attached cover letter and resume can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

Finalists will be invited to recruitment activities scheduled to take place in Ridgefield. References will be contacted only following candidate approval. The final candidate will be required to successfully complete a background investigation.

More information about the Public Works Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.