



# CITY OF EAST WENATCHEE

## Job Description

<b>Position Title:</b>	Events Assistant
<b>Department:</b>	Events Department
<b>Department Head:</b>	Events Director/PIO
<b>Reports To:</b>	Events Director/PIO
<b>FLSA:</b>	Part-time Non-Exempt
<b>Union/Non-Union</b>	Union
<b>Salary Range:</b>	\$20.60 per hour/ 20 hours per week

<b>Position Summary:</b>	Under the direction of the Events Director/Public Information Officer, this position assists the Events Director/PIO in the planning, organizing and running of the City's events. The Events Assistant must provide leadership and direction for all events and activities that operate under the City. The variety of programs currently range from small community events to large car shows. The position requires someone who has leadership abilities, marketing skills and the desire to work in a busy, upbeat professional environment.
<b>Distinguishing Characteristics:</b>	An incumbent in this position is an administrative employee. This person works closely with the Events Director/Public Information Officer in areas such as scheduling and coordinating of events. The employee may have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of customers, fellow employees and the Events Director/Public Information Officer.
<b>Job Location/Working Conditions:</b>	The Events Assistant routinely works in a normal office environment. Incumbents are required to use multi-line telephone, computer, copy machine, fax machine, scanner and other business machines. The position requires the person to be seated for prolonged periods of time. Repetitive hand movement and fine coordination are needed when using computer. Will need excellent organizational, time and stress management skills to complete the required tasks. Will have to manage several requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines. During events, there will be alternative work schedules and required to be on call. Some evenings, weekends and holidays.

Events Assistant

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**Required Knowledge,  
Skills & Abilities**

**Events Assistant:**

- Ability to communicate effectively with volunteers, city employees and elected officials.
- Ability to manage a multitude of projects at one time.
- Ability to organize projects and programs in an effective and efficient manner.
- Ability to remain professional in a fast-paced environment, which may include many interruptions.
- Ability to always present a positive attitude and take direction from the Events Director/PIO
- Ability to resolve problems in a professional manner and work as a team player.
- In depth knowledge of and experience in computer applications including, but not limited to: Microsoft Word, Excel and Publisher.
- Ability to use proper telephone etiquette always.
- Maintain strong internal controls for payment collections at the payment receipt location level and safeguarding against loss.

**Essential Functions:**

- Works closely with the Events Director/PIO to perform the following functions:
  - Coordinate, schedule and supervise events and activities for youth and adults.
  - Coordinates facilities and programs with other public agencies and organizations.
  - Help recruit sponsorships through in-person presentations, mailings and public service announcements to ensure major/minor sponsors are in place.
  - Helps implements training programs for volunteers.
  - Helps prepare and distribute department publicity, promotional material and advertising.
- Provides information and assistance to coworkers, volunteers and the general public regarding City events and activities.
- Maintain effective working relationships with community organizations.
- Problem solving techniques.
- Attention to detail and accuracy.
- Ability to work alone and under pressure of deadlines.
- Ability to lift 50 pounds.
- Provide clerical support as needed to volunteers.

<b>Additional Duties, as needed:</b>	<ul style="list-style-type: none"> <li>All other duties as assigned.</li> </ul>
<b>Mental Activities:</b>	<ol style="list-style-type: none"> <li>Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables.</li> <li>Mathematics Ability- Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.</li> <li>Language Ability <ol style="list-style-type: none"> <li>Ability to use vocabulary of 5,000 to 6,000 words</li> <li>Able to read at a high level.</li> <li>Able to define and understand unfamiliar words.</li> <li>Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.</li> </ol> </li> </ol>
<b>Minimum Education and Experience:</b> <b>Minimum Education and Experience (cont):</b>	<p><u>Education:</u> AA degree or better is preferred. Employer may substitute experience for the education element.</p> <p><u>Experience:</u> Two years of experience in recreation or related field.</p> <p>Employment contingent upon passing a background check.</p> <p>Must be bondable.</p>
<b>Required license/ registration</b>	A valid Washington State Driver's License.
<b>Equipment:</b>	Office equipment.
<b>Accommodation:</b>	In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.
<b>Disclaimer:</b>	The City intends the above statements to describe the general nature and level of work performed by an Events Director. These statements are not intended to be an exhaustive list of all job duties performed by an Events Director. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Employee      Date

\_\_\_\_\_  
Events Director/Public Information Officer      Date

\_\_\_\_\_  
Union Representative      Date

Events Assistant

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