

## **Allendale Charter Township**

Position: 4<sup>th</sup> of July Event Coordinator

Immediate Supervisor: Township Clerk

The following information is intended to describe the general nature and level of work to be performed by people assigned to this classification. This is not construed to be an exhaustive list of all job duties performed by personnel so classified.

### Essential Job Functions:

- Coordinate and participate in the 4th of July event – both the activities in the park and the parade
- Coordinate and participate in the planning meetings and budget for the event
- Solicit sponsorship donations from the Allendale and surrounding communities for the event, including invoicing and collection.
- Make necessary contacts to provide speakers, entertainment, etc. for the event to include contracts and deposit requirements
- Work closely with GVSU on the parade route and the township's Maintenance/Facilities Director regarding layout of the park
- Work with the local police department for safety concerns for the event
- Work with media and other participating organizations to promote the event
- Prepare, sort, process and file a variety of associated forms and contracts
- Prepare lists, tallies, data summaries and periodic activity reports to the Township Board
- Answer telephone calls, emails, etc. related to the event
- Prepare mailings, publications, notices, etc. for the event
- Post notices as required by state and federal offices

### Knowledge/Skill Requirements:

- Previous event planning experience is required

- This position requires organization, scheduling skills, logic, intuition, and analysis
- This position requires much contact with public, responding to questions, sharing information, explaining processes and policies
- This position requires providing advice, conflict resolution, negotiating, problem solving, formatting correspondence and reports, research, and meeting deadlines
- Computer skills are required
- All candidates and employees must be able to pass a background check and drug screen.

Ability Requirements:

- Ability to walk from place to place
- Ability to speak on the telephone and in person
- Ability to read and perform math functions
- Ability to meet the public and communicate well

Education Requirements:

- High School education or GED

10/6/17