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**JOB TITLE: Event Coordinator   
SALARY RANGE**: $37,120.68 -$55,681.03  
**POSITION STATUS:** **Full-time**   
**FLSA STATUS: Non-Exempt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Summary**

The City of Lilburn is seeking candidates for the Event Coordinator position. This position is responsible for planning and coordinating city events and co-sponsored events and obtaining sponsorships and/or donations to assist in funding events. The Event Coordinator serves as a liaison between vendors, the public, other co-sponsoring organizations, and department management prior to and during events to ensure that facilities, equipment, physical setup and personnel provided meet the requirements of the event. Duties include the coordination and supervision of support personnel and volunteers during events. This position is also involved in the development, monitoring and reporting of the events budget and managing contracts associated with events. This position is also responsible for maintaining the City website and other social media initiatives and the City message board. Work is performed under the general direction of the Public Relations Manager.

**Minimum Qualifications**

Four years’ experience in planning and coordinating large events. Bachelor’s Degree with coursework in event planning, hospitality, public relations, marketing or tourism preferred, or any equivalent combination of education, training and experience sufficient to successfully perform the essential functions of the position. This position requires basic computer skills, strong communication and customer service skills, creativity, the ability to operate within a budget, excellent attention to detail, and flexibility in work schedule to include occasional nights and weekends. Valid Georgia Driver’s License and acceptable Motor Vehicle Record (MVR).

**Closing Date** for accepting applications is **Until Filled.**