



City of Mishawaka
100 Lincolnway West
Mishawaka, IN
46544

Job Posting

POSITION: Special Events Program Assistant
DEPARTMENT: Parks and Recreation
SALARY: \$13.50 - \$14.00 per hour
HOURS: Various

DATE POSTED: 02/15/2023
DATE CLOSED: 03/30/2023

DEFINITION: The Special Events Program Assistant is responsible for assisting with promotion, development, and implementation of events out in the Parks and at the Battell Community Center. This position is responsible for assisting in representing the Parks Department at Park functions. The ideal candidate possesses a strong work ethic, the ability to prioritize tasks and work on a variety of projects with competing deadlines and be adaptable to new situations, ideas, and challenges. Must be self-motivated and able to work independently without supervision. This position is a part-time position with flexible work hours; the work schedule depends on need – events, activities, promotions, etc.

ESSENTIAL FUNCTIONS:

1. Assists with the implementation of events
2. Assists with set up and break down for events and programs
3. Assists Special Events and Activities Director as needed
4. Uses knowledge in relevant field to suggest improvements to current special events
5. Promote and advertise programs and events
6. Answer telephone, direct calls, relay information to callers, vendors, volunteers, etc.
7. Make phone contacts to secure program volunteers
8. Assist with creating flyers and brochures, forms, schedules and news items
9. Work evenings and weekends as needed
10. Works the Farmers Market

QUALIFICATIONS:

1. A degree-seeking or earning student interested in learning on the job training relating to the field of tourism, events management, leisure studies, recreation, communication, psychology, sociology, environmental studies, or a related field
2. Proven experience to lead, manage programs, and volunteers.
3. Strong oral and written communication skills required
4. Valid driver's license
5. First Aid, CPR, AED Certification-Adult and Child

PHYSICAL REQUIREMENTS:

1. Reach with hands and arms
2. Use hands to operate tools or controls
3. Sit, climb, balance, stoop, crouch
4. Frequently lift or move 50 pounds
5. Talk and hear
6. Occasionally lift or move 100 pounds
7. Lift and move objects without assistance

Please be sure to indicate the position you are applying for in your cover letter and resume.



Job Posting

City of Mishawaka
100 Lincolnway West
Mishawaka, IN
46544

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
100 Lincolnway West
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.

The City of Mishawaka is an Equal Opportunity Employer