

Town of Wilton Events Coordinator

The Town of Wilton is seeking qualified applicants for the part-time seasonal position of Events Coordinator. This position is responsible for the planning, coordination, and evaluation of events and activities associated with the Blueberry Festival and with all other planning for additional special events for the Town of Wilton. The Events Coordinator job description is posted on the Town of Wilton website, www.wiltonmaine.org or available at the Wilton Town Office. The successful candidate will have the ability to work well independently and possess excellent communication, organizational and creative thinking skills. Two years of experience in special events planning is preferred and post-secondary education preferred in related field (Marketing, Public or Community Relations). The applicant must also have the ability to interact with the public, employees, town officials, local businesses and organizations and committees. Position is contingent upon town funding. Hours are flexible and are vary with each event. Resume with cover letter may be submitted to Rhonda Irish, Town Manager, Town of Wilton, 158 Weld Road, Wilton, ME 04294 or e-mail manager@wiltonmaine.org. Closing date: Friday, November 19, 2021, 4:30 pm. EOE.

EVENTS COORDINATOR

TOWN OF WILTON

JOB DESCRIPTION

POSITION TYPE:

PART-TIME - SEASONAL - ANNUAL APPOINTMENT

SUMMARY STATEMENT:

Working in collaboration with the Department Heads along with the Events and Blueberry Festival Committees, this individual will provide leadership in the planning, coordination, and evaluation of the events and activities associated with the Blueberry Festival and with all other planning for additional special events for the Town of Wilton. Working with internal staff and community members, the Coordinator is the principal conduit in which all event planning communications are handled.

RELATIONSHIPS:

Reports to: Parks and Recreation Director and Town Manager

Other internal contacts: Recreation Committee

External contacts: Blueberry Festival Committee, Events Committee, Wilton Group, Special Committees, Volunteers, Chamber of Commerce, community members, external business contacts, Town Office Administration, Public Works, Police, Fire, and Vendors.

MAJOR RESPONSIBILITIES/DUTIES:

1. Event Coordination: a) Managing event processes, coordinating meetings, preparing, monitoring and distributing event budgets. b) Liaises event committees and the departments on the development of media, marketing materials, announcements, photo opportunities. c) Assists in developing new events, and maintains, organizes and manages existing Blueberry Festival events and special events from concept to completion, ensuring they operate smoothly, efficiently, and generate appropriate revenue and exposure. d) Working alongside Committee Chairs, co-facilitates various event related committees as required. e) Provides input on stewardship strategies to ensure seamless transition between sponsored events and stewardship activities, f) Responsible for communications and networking in support of special events, and assists with development of new opportunities to build community awareness. g) Responds to inquiries from the public about events, including assisting with media requests.

2. Volunteer Coordination: a) Helps provide volunteer coordination and recognition for special events. b) Helps provide direction to volunteers for special event duties.

3. Administrative: a) Creates, prepares, and distributes meeting minutes and supporting documents. b) Enters donor information, event invitation and participant lists. c) Responsible for communications and marketing in support of special events. d) Coordinates production and distribution of print materials for donor/sponsor/and participant's solicitations. f) Writes necessary submissions for Notebook. g) Keep up-to-date and maintain Covid-19 CDC guidelines. h) Prepares and reconciles budgets for all events.

4. Other: Other related duties as required.

PREFERRED REQUIREMENTS/QUALIFICATIONS:

- Post-secondary diploma preferred but not required in a related field (preferably Marketing, Public or Community Relations, Event Planning), and two years of experience in special events planning, preferably in the not-for-profit sector.
- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills.
- Experience in planning and implementing events including expertise in attracting sponsorships; proven track record in developing and implementing promotion plans; print production expertise associated with fundraising events
- Software proficiency in Microsoft Word, Excel, PowerPoint
- Experience working with local businesses, donors and volunteers and managing, supervising and orienting people for events.
- Excellent written and oral interpersonal communication with marketing and communications skills; media relations experience is an asset
- Strong initiative and customer service orientation; volunteer management skills an asset
- Project Management, organizational and prioritizing skills; problem solving and organizational skills; attention to detail is imperative
- Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
- Experience and comfort with facilitation of committee meetings.
- Office administration experience.

PERFORMANCE CRITERIA:

Ability to bring energy, creativity and community relations expertise that will make a substantial impact on the Blueberry Festival and other events while enhancing the image and positive relationships of the Town of Wilton.

- Express a genuine interest in the community. The ability to multitask, and a proven ability to meet goals are core requirements to ensure a professional execution of all related special events.
- Must be a team player, and have the ability to work with a diverse group of individuals (ranging from the Blueberry Festival committee, corporate leaders, staff and volunteers), work in a team environment and be self-motivated.