



Job Title	Events Coordinator	Position Type	Part-Time Intermittent
Department	Recreation	Supervisor	Parks and Recreation Director

Job Summary

Working in collaboration with the Departments Heads and 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 primary channel in which all event planning communications are handled.

Responsibilities

- Event Coordination:
 - Managing event processes, coordination, meetings, preparing, monitoring and distributing event budgets.
 - Liaises event committees and the departments on the development of media, marketing materials, announcements, photo opportunities.
 - 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.
 - Working alongside Committee Chairs, co-facilitate various event related committees as required.
 - Provides input on stewardship strategies to ensure seamless transition between sponsored events and assist with development of new opportunities to build community awareness.
 - Responds to inquiries from the public about events, including assisting with media requests.
- Volunteer Coordination:
 - Provides volunteer coordination and recognition for special events.
 - Help direct volunteers for special events duties.
- Administrative:



- Creates, prepares, and distributes meeting minutes and supporting documents.
- Enters donor information, event invitation and participant lists.
- Responsible for communication and marketing in support of special events.
- Coordinated production and distribution of print materials for donor/sponsor/ and participants solicitations.
- Writes necessary submissions for Notebook.

Job Requirements

- Post-secondary diploma preferred but not required in related fields (Marketing, Public or Community Relations, or Events Planning).
- Two years of experience in special event 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 sponsorship; proven with fundraising events
- Office administration experience, with proficiency in Microsoft Word, Excel, and PowerPoint.
- Excellent communication, written and oral, through marketing and other interpersonal interactions
- Experience working with local businesses, donors and volunteers and managing, supervising, and orienting people for events.

Employee Printed Name

Employee Signature

Date

Department Head Signature & Date:



The Town of Wilton is seeking a self-motivated, reliable individual for a part-time, intermittent, events coordinator. The role primarily involves planning and coordination for the Blueberry Festival and other Town events. This is a great opportunity to contribute to the community.

If you are interested or would like to find out more, please email treas@wiltonmaine.gov or call at (207) 645-4961. Application and job description can be obtained at the Wilton Town Office, 158 Weld Road, Wilton, ME 04294 or at www.wiltonmaine.gov.

Position will remain open until filled.

The Town of Wilton is an Equal Opportunity Employer