

**THE CITY OF SALISBURY**  
HUMAN RESOURCES DEPARTMENT  
City Office Building  
132 North Main Street, 2<sup>nd</sup> Floor  
P. O. Box 479  
Salisbury, NC 28145-0479



## **EMPLOYMENT OPPORTUNITIES**

### **Events Coordinator**

*Your Career, Your Community*

The City of Salisbury is seeking a motivated individual to serve as the Events Coordinator with the Downtown Development department and non-profit partner, DSI. The Events Coordinator will plan, organize, coordinate and implement a variety of special events, programs and activities within the municipal service district. Primary duties include but are not limited to: maintains continuing contact with DSI boards and committees, city departments, outside agencies, sponsors, participants, visitors and citizens to ensure effective presentation of events; secures and trains volunteers for events and programs; assists in developing marketing strategies for plans and projects for downtown development and revitalization; and promotes programs and downtown activities using digital media and promotional materials. Join the City of Salisbury for a rich benefit plan and the opportunity to work with a team that aims to exemplify the City's values by showing purpose, passion and priority.

#### **Minimum Requirements:**

- Bachelor's degree with coursework in promotions/marketing, public relations/event planning, community development, recreation or economic development, or equivalent combination of education and experience
- Must have a valid NC Driver's License
- 2-5 years of experience in special events or programming
- Main Street experience preferred
- Ability to exert up to 20 pounds of force occasionally, and up to 10 pounds of force frequently

**Closing Date: July 24, 2018**  
**Hourly pay range: \$37,731.77 - \$49,051.31**

Please apply online at [www.salisburync.gov/hr](http://www.salisburync.gov/hr)

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2<sup>nd</sup> Floor  
Phone: (704) 638-5217

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

The City of Salisbury is a Drug Free Workplace  
Job Opportunities Hotline: (704) 638-5355