

HELP WANTED

Lake View Community Center/Event Manager

Location: Lake View Community Center

Position Type: Part-Time

Application Deadline: 10/31/2024

Position Overview:

We are seeking an enthusiastic and organized Community Center/Event Manager to oversee the planning, coordination, and execution of events and activities at our BRAND NEW Lake View Community Center with an approximate opening date of January 2025. The ideal candidate will have a passion for community engagement and a proven track record in event management.

Key Responsibilities:

- Coordinate and schedule all events and activities for the Community Center
- Collaborate with local organizations, businesses, and volunteers to enhance community involvement.
- Manage staff, budgets, timelines, and logistics for all events.
- Promote events through social media, newsletters, and local outreach.
- Ensure the facility is maintained and ready for all activities.
- Provide exceptional customer service to community members and event attendees.
- Evaluate events for effectiveness and gather feedback for continuous improvement.
- Expectation to work evenings and weekends during events.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, Public Relations, or related field (preferred).
- Proven experience in event planning and management.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in social media platforms and event management software.
- Ability to work flexible hours, including evenings and weekends.

What We Offer:

- Salary will be based on experience
- A supportive and dynamic work environment.
- Opportunities for professional development and growth.
- The chance to make a positive impact in the community.
- IPERS pension program

How to Apply:

For a full job description and application, contact Theresa Pudenz (City Administrator) at theresa@lakeviewlifestyle.com. Please send your resume and a cover letter detailing your relevant experience to City of Lake View PO Box 18, Lake View, IA 51450 or email Theresa Pudenz by October 31, 2024. We look forward to hearing from you!

The City of Lake View is an equal opportunity employer.