



Job Announcement

PROGRAM AND EVENTS COORDINATOR (MARKETING & COMMUNICATIONS) (PART-TIME)

The City of Miamisburg, Ohio is home to just over 20,000 people. A progressive yet historic suburban community in the south Dayton metropolitan region, Miamisburg retains its small-town charm with a historic downtown while offering mixed-use commercial and residential options as well. Miamisburg prides itself on providing quality services to its residents and businesses and continuing to find new ways to attract visitors to the area.

Position Overview

The City of Miamisburg's Parks & Recreation Department serves approximately 50,000 residents, with a service area including Miami Township. They oversee and maintain twenty (20) neighborhood and community parks, a Community Center, Family Aquatic Center, skate park, dog park, numerous community recreation programs and events, and one 9-hole golf course that has been part of the community for over 60 years.

The Program and Event Coordinator reports to the Marketing & Communications Administrator and plays an integral role in the fulfillment of Miamisburg Parks and Receptions' mission and vision through high quality marketing and communication efforts. The Program and Events Coordinator is responsible for the planning, design, execution, and implementation of various marketing campaigns, products, initiatives or efforts.

The Program and Events Coordinator will develop and design various communication pieces in a timely manner with a high degree of quality. The Program & Events Coordinator may also be involved with social media, digital design and other modes and media of communication between the department and the public.

Minimum Qualifications:

- High school diploma or equivalent (G.E.D.), and
- Experience in planning, organizing, and coordinating recreation programs and/or events, and
- Effective oral and written communication skills, and
- Operational knowledge of current Microsoft Office Suite software and ability to learn and use recreation software; and
- Must obtain CPR/First Aid Certification* within six months of appointment, and
- Possess a valid Ohio driver's license*.

*Must maintain certifications and licensure as a condition of employment.

A combination of education, experience and training may be applied in accordance with the City of Miamisburg policy.



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Preferred Qualifications

- Communicating and marketing experience across multiple platforms (print, email, social media, etc.)
- Graphic and Digital Design experience using Adobe design platform, including Adobe Illustrator, Photoshop and InDesign
- Proven ability to bring innovative ideas to multi-faceted efforts while demonstrating skill in prioritization of assignments
- Experience managing projects and tasks to achieve goals and operate within budget

A more complete Position Description can be requested from HR@cityofmiamisburg.com

Compensation & Benefits

The 2022 compensation range is \$10.80 - \$20.80/hr, DOQ. Applications can be found at www.cityofmiamisburg.com. Interested individuals should submit their application, resume and cover letter to Human Resources Director, Leslie Kohli, at 10 N. First Street, Miamisburg, Ohio 45342 or hr@cityofmiamisburg.com. Review of applications will begin on Friday, September 2, 2022 and will continue until position is filled.

Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, sex, national origin, age, disability, veteran status, or any other legally protected status.