

City of Morrow

Job Description

JOB TITLE: *Project/Event Assistant*

STATUS/GRADE: *Non-Exempt*

DEPARTMENT:

JOB SUMMARY: This position works closely with the Morrow Business & Tourism Authority (MBTA) Executive Director, and acts as the liaison between the MBTA and the Morrow Center Manager, and IT Department for all City events/functions/projects. This position serves as an advisor to City business owners seeking to enhance marketing through special events/functions.

MAJOR/ESSENTIAL DUTIES: The duties of this position include but are not necessarily limited to the following:

- Attending planning meetings for City events/functions/projects as assigned.
- Work closely with the MBTA Executive Director on event ideas and planning.
- Work closely with Morrow Center Manager on event planning and execution.
- Maintain detailed organizational plans for events.
- Prepare a checklist of tasks and who will be completing each task.
- Inform Morrow Center Manager and MBTA Executive Director of upcoming events (Dates/Times) and needs for each activity, in a timely manner.
- Complete request workorders for any needed City maintenance or construction on projects.
- Communicate with the Morrow Center Manager, IT Department, Public Works Director, Chief of Police, and Fire Chief in writing, any personnel needs for projects.
- Follow-up on all marketing for projects ensuring accuracy and received on time.
- Make/order banners, flags, flyers, etc. to promote events.
- Decide and schedule placement of signage.
- Follow-up on all work orders and requests for personnel in advance of event date.
- Coordinate multiple events, with varying deadlines, through assigned duties, successfully to completion.
- Prepare event materials including, but not limited to name tags, printed materials, notebooks, packages, etc. Recruit and coordinate volunteers as needed.
- Serve as liaison for special projects/events with The District tenants.
- Assist individual tenants or business owners with marketing suggestions, displays, promotions and etc.
- Assist MBTA with marketing tactics, ideas, and campaigns.

- Manage advertising activities and ensure all merchants are informed of details affecting their business working closely with IT to maximize LED screens.
- Propose new and/or creative ideas for projects and events.
- Assist with managing on-site events/projects and clean up as necessary.

KNOWLEDGE REQUIRED BY THE POSITION:

- Must be able to plan and organize effectively.
- Skilled using standard office equipment, computers, modern office practices and procedures.
- Understand basic marketing strategies.
- Knowledge of various event vendors or ability to locate event vendors.
- Must be able to coordinate multiple projects at one time.
- Must exercise sound judgment in performance of duties.
- Ability to effectively communicate both in writing and verbally.

SUPERVISORY CONTROLS: This position works directly with the Morrow Center Manager and Morrow Business & Tourism Executive Director. This position reports to the Morrow Center Manager who has the ultimate responsibility for the actions and performance of this position.

GUIDELINES: This position uses standard industry event/project/function guidelines. This position ensures that City of Morrow Rules, Regulations, Policies and Guidelines are followed in all work performed.

COMPLEXITY: This position will deal with common, routine duties, as well as somewhat complex details outside the norm. This position must exercise sound judgment quickly in performing duties. Must be able to distinguish between different levels of importance and complexity and act accordingly. Must be able to understand event budgets and work within those financial constraints.

SCOPE AND EFFECT: Requires the ability to compare and/or judge the readily observable, functional, financial, structural, or compositional characteristics of data, people, or things.

PERSONAL CONTACTS: Contacts are typically with City employees, including but not limited to department directors, City Manager, Mayor and Council, business representatives, and the general public.

PURPOSE OF CONTACTS: This position requires the ability to deal with people for giving and receiving instructions. This individual must be able to adapt to performing under moderate stress when confronted with a contingency or non-routine situation.

PHYSICAL DEMANDS: This position must be able to spend long periods of time standing or walking. Some carrying, lifting, pushing, pulling, climbing, may be required to ensure tasks are completed.

WORK ENVIRONMENT: This position may work both indoors in an office environment and outdoors in hot, cold, or inclement weather. Work may include hills or uneven ground and other hazards associated with construction of events.

SUPERVISORY RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS:

- Valid Georgia Driver's License
- High School Graduate or GED
- Minimum two (2) year's experience in event planning.
- Must have a satisfactory three (3) year Motor Vehicle Report
- Must be able to pass a drug test

PREFERRED QUALIFICATIONS:

- BA Degree in Public Relations or a Degree closely related to the duties of the position.