

City of Gahanna Department of Development

◆ Events Planner and Community Liaison

General Definition and Conditions of Work

This is a temporary and part-time contractual position. Community development includes public participation and partnership development. Resource analysis and planning. Events planner and coordination of Gahanna Events Inc. Blue Ribbon Committee. Responsible for promotional, marketing research and implementation of the Holiday Lights Parade.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken work levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks

Coordinates Holiday Lights Events and Parade;
Prepares press releases and promotional brochures;
Provides technical assistance to identified community organizations; helps in planning of special events as assigned;
Takes minutes for committees and responsible for all official documents;
Responsible for financial record keeping and budget;
Coordinates special events as assigned;
Community development includes public participation and partnership development;
Liaison to Gahanna Events Inc. Blue Ribbon Committee;
Responsible for fund raising for Gahanna Events, Inc. & Sponsorship;
Responsible for obtaining parade participants and coordination;
Responsible for compiling a complete Events Planner and Guide for Gahanna Events, Inc., Blue Ribbon Committee, and Holiday Lights Parade to include and not limited to, organizational documents, forms, correspondence, lists of sponsors, participants, etc.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of events planning; thorough knowledge of area marketing; general knowledge of current literature and recent developments in the field of promotions; ability to establish and maintain effective working relationships with associates.

Education and Experience

Bachelors degree and graduation from graduate level accredited college or university with major course work in urban planning, land use, public policy, government, or related field; or equivalent work history and experience.

Revised December 2001