NOTICE OF

EMPLOYMENT OPPORTUNITY

TOWN HALL
HUMAN RESOURCES DEPARTMENT
114 N. RAIFORD STREET
SELMA, NC 27576

SUSAN SULT
SSULT@SELMA-NC.COM
919-965-9841, EXT. 1005
919-965-4637 (FAX)

POSITION TITLE: PART-TIME EVENT PLANNER (20 hours per week)

STARTING SALARY: $15,000

KEY DUTIES: The person in this position is responsible for the overall implementation and marketing of special event/activities in Uptown Selma and works closely with the Parks & Recreation Department and other Town Departments. Plans, coordinates, and markets various special events/activities in Uptown Selma. Duties are performed under the administrative direction and supervision of the Recreation/Library Services Director.

KNOWLEDGE AND SKILL REQUIREMENTS: Graduation from a four-year college or university with a major in marketing, planning, public administration, economics, business, or related field and experience in marketing, event planning, or economic development; or an equivalent combination of education and experience.

POSTING DATE: October 21, 2016 **CLOSING DATE AND DEADLINE:** Open Until Filled

Attention Applicants: Application forms are available online at www.selma-nc.com/employment-opportunities and at Town Hall. Completed and signed Town of Selma Applications must be submitted electronically to SSult@selma-nc.com. Other forms of submission are via hand delivery or U.S. Mail. Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. All applicants will be contacted regarding the status of submitted applications.

Criminal Background Check, Pre-Employment Physical and Drug Screen are required.

The Town of Selma is an Equal Opportunity/Affirmative Action/Drug-Free Employer.