



LAWRENCEVILLE

GEORGIA

Events Intern

Communications and Community Development

JOB SUMMARY

This position is responsible for assisting the Community Relations Department with city events, marketing, and programs.

MAJOR DUTIES

- Assist with the execution of events & programs
- Assist with the creation of new events geared towards youth engagement
- Assist with the creation of a Youth Council for the City of Lawrenceville
- Coordinates with vendors to acquire equipment and supplies for city events.
- Researches entertainment.
- Assist in the Recruitment and coordinates the work of volunteers.
- Assist with acquiring accurate data for Mainstreet Program
- Assist with researching items to order for events
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public event management principles.
- Knowledge of marketing principles and practices.
- Knowledge of basic photography skills
- Skill in problem solving.



LAWRENCEVILLE

GEORGIA

- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Events Team assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied events management duties. The necessity of coordinating work with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to assist with special city events and marketing. Successful performance contributes to the economic development of the city.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, vendors, entertainers, volunteers, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.



LAWRENCEVILLE

GEORGIA

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position assist with supervision over volunteers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.