



# TOWN OF OCCOQUAN

## Position Announcement

314 Mill Street, Occoquan, VA 22125

[www.occoquanva.gov](http://www.occoquanva.gov)

<b>Position:</b> EVENTS COORDINATOR INTERN (Paid)	<b>Salary:</b> \$15/hour
<b>Department:</b> EVENTS AND COMMUNITY DEVELOPMENT	<b>Work Schedule:</b> 20-25 hours per week Flexible schedule that may include days, nights, weekends, holidays, and WFH, depending on event needs
<b>Position Type:</b> TEMPORARY, PART-TIME	
<b>OPENS:</b> July 18, 2023	<b>CLOSES:</b> Until filled

### Job Description

The Town of Occoquan has an immediate need for an energetic and organized part-time Events Coordinator Intern to provide support to our events office. The ideal candidate will be excited to work in a lively and fun, team environment in small town government.

Under the direction of the Events Director, the Events Coordinator Intern will assist with many of the Town's events and activities with a potential goal to assume a more active lead role with additional responsibilities for future projects. This is a temporary, entry-level, 20-25 hour a week position designed for a person looking for hands-on experience in the Events and Community Development arena, with supervised, practical experience in event research, planning, logistics, and management.

### ESSENTIAL JOB FUNCTIONS

- Support event planning and execution
- Coordinate research and innovation on improving the event planning and implementation processes
- Build and maintain professional relationships with vendors
- Be present before, during, and after select events to assist and/or manage event logistics
- Work with Tourism for promotion and outreach needs

### QUALIFICATIONS

- Excellent organizational and communication skills
- Confident with Microsoft Office applications



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- Comfortable with physical work; able to lift 20 lbs
- Able to work a varied schedule
- Valid driver's license and reliable transportation
- High school diploma or GED certificate; minimum 18 years of age
- Demonstrated ability to learn and adapt on the job

### PERSONALITY PROFILE

- Dependable and self-motivated
- Personable and presentable
- Creative and able to think "outside-the-box"
- Able to work independently as well as part of a team
- Able to multitask
- Attention to detail
- Flexible

### RECOMMENDED QUALIFICATIONS

- Social Media experience, including some experience with photography, creating reels, and Facebook Live
- Experience with Canva or other graphics platforms

### SCHEDULE

- Flex schedule, depending on the events needs for the month
- Some work from home mixed with time at the office and in the field
- Some evenings and weekends

For more information, contact the Town of Occoquan Events Director, Julie Little, at [jlittle@occoquanva.com](mailto:jlittle@occoquanva.com) or call 703-491-1918, ext. 103.