City of Iowa City
External Position Vacancy Announcement

February 9, 2018

Hourly Special Events Intern
Parks & Recreation/Farmers Market
Wage: $11.00 per hour
Hours: Monday – Friday 8:00AM – 5:00PM
Saturday mornings 5:45AM. – 1:00PM for the Farmers Market

Duration: May 14th – August 17th

Develops and implements special events for the Parks & Recreation Department and the Farmers Market from beginning to end using all elements of program planning to successfully complete the project. Assists with developing event policy, procedures and first events at Iowa City’s newest location, Riverfront Crossings Park. Assists with developing and executing special events around the 2018 Register’s Annual Great Bicycle Race Across Iowa (RAGBRAI) overnight stop in Iowa City. Assists with the annual Farm to Street Dinner to be held in mid-August. Manages/assists events with onsite event management. Attends necessary committee meetings for special projects. Attends board meetings, staff meetings and council meetings as requested. Reviews budget procedures and performs other administrative duties. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs other duties as assigned.

Minimum education, experience and certification
College coursework or comparable work experience as an event coordinator preferred. Requires a highly motivated individual who is creative, detail oriented with the ability to multi-task, with a positive, engaging outlook, excellent verbal and written communication skills and strong interpersonal skills. Requires above average computer skills with extensive experience in social media and Microsoft Office applications. Must be able to anticipate project need, discern work priorities and meet deadlines with little supervision. Must work well independently and have the ability to work a flexible schedule, with hours during weekends or after hours, as needed, based on event and project schedules. Must present a professional appearance, demeanor and attitude. Requires the ability to work with a broad spectrum of groups and must be committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully. Must be able to work outdoors in a variety of weather conditions, including extreme heat and inclement weather. A valid driver’s license with a satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Application deadline is Thursday, March 15, 2018. To apply, please visit the City’s Self Services website at www.icgov.org/jobs to complete the City of Iowa City online employment application.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an Equal Opportunity Employer. The City of Iowa City is a supporter of the National Career Readiness Certificate.

City employees must log into their MSS account as an employee with their employee number and password in order to apply.