

Position: Special Events Program Assistant

ROLE & RESPONSIBILITIES

More About You:

Organization is your superpower. Putting on an event has a lot of moving parts and deadlines, but that doesn't bother you because this is where you shine!

Writing is a natural gift. Because this position supports marketing work, you will have a chance to show off your great writing skills in emails, social media, posts, and other creative content we use to promote events and the work of the Parks & Recreation department.

You don't see problems – you only see solutions. It's too easy to tell people that something can't be done. But that's not us. We want to help people do their great events in our City! So even if they don't have all the pieces put together yet, you don't mind. In fact, you get excited about helping solve some of the challenges and seeing something come together, because you know what it means to work for a City and to be in service to the community.

You are a great learner. We can teach you how to work for a municipal government and everything you need to know about Parks & Rec. And if you are already a strong writer, we can teach you how to write emails and social media posts with our voice. We just want you to be ready to learn, take feedback, apply it, and grow.

*Because writing is an important part of this position, we want you to **provide us with a 1-page cover letter**. In it, introduce yourself and tell us who you are, what experience you have that makes you the perfect fit for this position, and what it would mean to you to work for the City of Redmond as our newest Special Events Program Assistant.*

If selected as our new Special Events Program Assistant, these are a few of the things you will learn how to do in addition to working with the public:

- Work collaboratively with internal City departments for special event permit approval and execution.
- Support department marketing initiatives and campaigns with social media posts, web-based newsletters, and website drafting and editing.
- Support department staff with events contracts, invoices, and other processes as needed.
- Collaborate with the Events and Cultural Arts teams to support and ensure the success of all internal events, including City signature events.

QUALIFICATIONS

Education and Experience

- Two years' experience in program or administrative and office support
- High school diploma or equivalent
- Or equivalent combination of education, experience and training that provides the required knowledge, skills and abilities

Licenses and Certificates

- Valid Washington State Driver's License
- Valid First Aid & CPR certifications (must be obtained within 6 months of hire)

Please review the Program Assistant classification description or more information about the knowledge, skills, abilities, working conditions, and physical requirements.

BENEFITS

The City of Redmond offers an excellent benefits package including:

- MEDICAL INSURANCE - Choice of two plans for employees and their eligible dependents: Premiera or Kaiser Permanente, all employee premiums paid by the City of Redmond
- PRESCRIPTION DRUG INSURANCE - Included with each medical plan
- DENTAL INSURANCE - For employees and their eligible dependents
- VISION INSURANCE - For employees and their eligible dependents
- OTHER INSURANCE - Life, accidental death & dismemberment insurance, short and long-term disability, optional employee-paid voluntary life insurance
- FLEXIBLE SPENDING ACCOUNTS - For tax savings on healthcare and dependent care expenses
- PAID VACATION & HOLIDAYS – with (13) paid holidays per year
- EMPLOYEE ASSISTANCE PROGRAM (EAP)
- RETIREMENT PLANS - Department of Retirement Systems (DRS) PERS plus additional options that include: Municipal Employees Benefit Trust (Social Security replacement plan) and MetLife 457 Plan
- Annual COLA adjustments
- Annual merit increases of up to 5%

To learn about benefits at the City of Redmond, please visit [C2MB \(ajg.com\)](http://C2MB.ajg.com)

SELECTION PROCESS:

- All applicants will be notified of their application status.
- Top candidates will be contacted to participate in the next phase of selection process, which may include screening and/or an interview.
- Note, the City may review existing application pools to fill this position or use this pool to fill future vacancies.