CITY OF REDMOND
invites applications for the position of:

Engagement and Events Administrator -
Recreation Program Administrator

| SALARY: | $31.58 - $42.62 Hourly |
| | $5,473.00 - $7,388.00 Monthly |
| | $65,676.00 - $88,656.00 Annually |

| OPENING DATE: | 11/17/16 |
| CLOSING DATE: | 11/27/16 11:59 PM |
| JOB TYPE: | Regular, Full-time |

| LOCATION: | Old Redmond Schoolhouse Community Center, 16600 NE 80th St, Redmond |
| DEPARTMENT: | Parks and Recreation |

| JOB RESPONSIBILITIES: |
| HOURS: Full-time, 40 hours per week, requires some weekends and evenings based on event schedule. |

Join the team that powers the City of Redmond

More than anything, our people make us great. City of Redmond employees view each day as an adventure and a new opportunity to shine. Our people bring unique skills and qualities to the table, embrace the values of integrity, accountability and commitment to service--and love working collaboratively to take our city to even greater heights.

Our employees thrive in an environment where thinking creatively, taking chances and trying new things are the status quo. It's what's helping to make Redmond the ideal place to live, work, play and invest. In every city department, innovation is the engine that powers our work forward--and all ideas and solutions are welcomed. Together, our talented teams have contributed to Redmond's recognition by Money Magazine as the" 5th Best Small City in the Nation to Live." Our parks are exceptional, our crime rate is low, and our business community is vibrant.

When you work for the City of Redmond, you'll enjoy a healthy work/life balance with continuing education programs, leadership academies, wellness incentives, and a total rewards benefits program.

Redmond values vibrant community events and recreation programs that celebrate our culturally diverse community, draw people together, provides robust opportunities for all ages to recreate in facilities and outdoors. Community events and recreation programs are designed to build a strong community, strengthen cultural and economic vitality, contribute to the quality of life of residents, and attract and retain workers and businesses in Redmond.
The Engagement and Event Administrator plans, directs, and coordinates the work plan for the Community Events and Marketing Team and ensures that the program is in alignment with City policies and goals and the Department's strategic plan. As a member of the Recreation Division of the Parks and Recreation Department, the Engagement and Event Administrator supports Recreation, Park Planning & Cultural Arts Division, and Park Operations with engagement through marketing and communications. The position collaborates with numerous City departments such as Communications, Public Works, Police and Fire Departments.

Responsibilities will include:

- Administer city-wide community event management, fund development and marketing plans for the Parks and Recreation Department.
- Provide key sponsorship planning and fulfillment.
- Develop new sources of revenues through collaborations and partnership opportunities.
- Oversee and develop the department's engagement, sponsorship and marketing strategies.
- Monitor the biennial section budget.
- Maintain budget records and reports.
- Supervise an Events and Marketing Coordinator and supplemental employee.
- Recruit, select, train and direct staff, contractors and volunteers.

Click [here](#) to view the job description.

**UPON CLOSER LOOK:**

**Qualifications:**

**Knowledge of:**

- Marketing best practices, sponsorship acquisition and fulfillment, trends and mediums.
- Supervisory practices and principles.
- Event design and management.
- Budget administration and development.
- Request for proposals and contract management.
- Volunteer management.

**Skill in:**

- Effective communication both verbally and in writing; public speaking.
- Development of community engagement programs, advertising and marketing campaigns.
- Building and developing partnerships.
- Sponsorship plans and execution.
- Use of standard office equipment and related software applications.

**Ability to:**

- Produce and manage large events (5,000-20,000+ attendees) with collaboration from the Arts Team.
- Think creatively about event design, develop innovative event concepts for a diverse community.
- Direct the work of program staff and volunteers.
- Cultivate and leverage partnerships with business and community groups.
- Promote interest and enthusiasm in Parks and Recreation's events, programs, classes and activities.
• Develop and execute innovative marketing strategies and fund development plans.
• Establish and maintain effective working relationships with City staff, Council, the Mayor, volunteers, participants, vendors, other organizations and the public.
• Navigate complex government systems to achieve results.
• Organize and prioritize multiple work assignments and meet deadlines.
• Handle crisis situations and resolve conflicts.
• Oversee inter-departmental workgroups while balancing the interests of multiple parties, all with unique regulations and or procedures.

DO YOU HAVE WHAT IT TAKES:

Education and Experience:

Bachelor’s degree in one of the following areas—Business, Event Planning, Marketing, Parks and Recreation, Hospitality Management or related field, and four (4) years of related experience.

Licenses and Requirements:

• Valid Washington State driver’s license by date of hire.
• Valid First Aid & CPR certifications (must be obtained within 6 months of hire).

FOR MORE INFORMATION:

WORKING CONDITIONS:

Work is primarily performed in an office environment, hours may vary depending on meeting schedule and event needs. Work frequently carries up to 25 pounds and may require occasionally lifting of up to 50 pounds.

CITY OF REDMOND VALUES:

Integrity: We demonstrate sound, honest, truthful and consistent actions.
Accountability: We take ownership of our actions and responsibilities.
Commitment to Service: We are dedicated to seeking solutions for our community.

SELECTION PROCESS:

The City is accepting applications from internal and external applicants. Please include a resume and cover letter with your application and apply at www.redmond.gov. Be sure to list all relevant training and certifications.

The City may review existing application pools to fill this position, or use this pool to fill future vacancies.

Top candidates will be contacted to participate in the next phase of selection, which may include testing and/or an interview.

Candidates who are selected to interview will be required to complete a Background Authorization form to have a thorough background investigation conducted.
Engagement and Events Administrator - Recreation Program Administrator Supplemental Questionnaire

* 1. Please indicate your level of education.
   - High School diploma or GED
   - Some College
   - Technical College
   - Associate's degree
   - Bachelor's degree
   - Master's degree
   - None of the above

* 2. If you have a degree, please indicate your major or area of study.

* 3. Please indicate your level of program management, including oversight of large events/festivities.
   - No Experience
   - Less than 4 years
   - 4 or more years

* 4. Briefly describe your program management/event experience. Please be specific about your knowledge and responsibilities.

* 5. Please select all that apply.
   - I am proficient and have experience with fund development and marketing
   - I am proficient and have experience with obtaining sponsorships
   - I am proficient and have experience in budget management

* 6. Briefly describe your fund development and marketing experience. If you do not have experience, please make N/A.

* 7. Please indicate your level of supervisory experience.
   - No Experience
   - 1 to 3 years of experience
   - 4 or more years of experience

* 8. Have you worked in culturally diverse communities?
   - Yes
   - No

* 9. If yes, briefly provide details of your experience.

* 10. Do you experience working for a municipal government?
   - Yes
   - No

* 11. This position requires long hours on event days, some weekends and evenings. Is this a work schedule that you could commit to?
   - Yes
   - No

* Required Question