

CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION SPECIAL EVENTS COORDINATOR

JOB SUMMARY

This position is responsible for the organization of all events promoted by the City of Calumet City. This position will work closely with all departments and will report directly to the City Administrator and the Mayor. The Special Events Coordinator will write messages for social media, press releases and City newsletters; organize events and connect residents with important resources; develop and maintain relationships with other organizing groups and local community-based organizations to build collaborative partnerships; served as a liaison between neighborhood residents, businesses, organization, the Police Department, and other City Departments.

APPLICANT QUALIFICATIONS

- Outgoing personality and ability to work with people from a variety of backgrounds
- Excellent organizational skills with the ability to manage diverse projects simultaneously
- Excellent oral and written communication skills, interpersonal skills, and self-motivation
- Bachelor's Degree preferred; minimum Associate's Degree required
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.