



City of
CERES Together We Achieve



EVENTS/FACILITIES SPECIALIST

(Part-Time)

\$17.81-19.64 hourly

This is a great opportunity to coordinate and oversee the activities and events in the City's event facility including, performing public relations duties, planning and coordinating events and meetings; ensuring security, inventory, and facility condition standards are maintained, and directly supervising events. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

Responsibilities may include:

- Coordinate and oversee facility events, scheduling services, document facility layout & reservations.
- Evaluate center facilities and equipment including kitchen & report repairs
- Identify and coordinate facility/event security needs and serve as a liaison between renters, Police and outside.
- Monitor youth sports programs within the facilities.
- Assist in the setup, takedown and cleanup processes as needed.
- Provide audio and video support during meetings and other necessary events.

Requirements:

- Some experience with event coordination and facilitation.
- Possession of a high school diploma or GED certificate.
- Possession of a valid California Driver License.

Application Deadline: Open until filled

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view [complete job description](#), please visit <https://www.calopps.org/city-of-ceres>. If you are unable to submit your application online you may contact (209) 538-5746. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Kayla Andreasen at (209) 538-5746 or kandreasen@ci.ceres.ca.us