

Jefferson Civic Center Assistant Manager/Event Coordinator

Applications may be submitted online to careers@cityofjeffersonga.com, or to Jefferson City Hall, located at 147 Athens Street, Jefferson, GA 30549.

Full time position-

- Assisting with day-to-day operations of Civic Center under the supervision of the Manager
- Work directly with clients (give tours, book rentals, complete agreements/paperwork, filing, billing/receiving etc.)
- Maintain calendar for Civic Center, and Clubhouse events
- Answer phones, emails, greet guests
- Good communication and organizational skills
- Must be customer service oriented
- Ability to use computer programs (e.g. Word, Excel, email)
- Ability to work flexible hours (Some weekends or evenings may be necessary)
- Ability to lift 20lbs. (occasionally need to complete setups/ move tables etc.)
- Other duties as needed such as overseeing part-time staff, scheduling event staff, ordering event supplies
- Must have ability to work events as needed (occasionally on call)
- Good social media skills