



Town of Pleasant Garden
4920 Alliance Church Road
PO Box 307
Pleasant Garden, NC 27313

Position Title: Administrative Assistant/Events Coordinator

Reports to: The Town Council, under supervision of the Mayor and Parks, Recreation and Facilities Director

Purpose of Position: In cooperation with the Mayor and the Parks, Recreation and Facilities Director, this position provides administrative support for members of the Town Council and the Recreation Board and all recreation activities. The position focuses on customer service, data processing, revenue collections, event coordination and making updates to the town website. Tasks include skilled clerical and administrative duties, extensive use of computers, software and databases. Must be able to multi-task.

Duties:

Answering the phone and handling sensitive citizen problems by directing phone calls and emails to the appropriate administrative and elected officials and other appropriate services.

Typing, copying, faxing and emailing information; filing retained documents such as meeting minutes.

Opening and distributing mail; processing invoices and requisitions for payment.

Creating and maintaining databases; preparing mailings as needed.

Updating the public message board at the Pleasant Garden Fire Department monthly and issuing press releases as needed.

Posting agendas and public notices to the Town Hall bulletin board, Sunshine List and media.

Coordinating All: (July 4th Celebration, Pet Day, Veterans Appreciation Day, Christmas Parade, E-cycling event, First Responders, Board Appreciation dinners, 5K, Safety Town and movie nights.

Following up on requests by Town Council members and boards.

Attending meetings and taking accurate minutes as assigned; transcribing and distributing those minutes within two weeks after the meeting.

Assisting with the collection of money and fees as needed.

Providing administrative support for the soccer and baseball program including database maintenance, registration, sponsorships, team assignments, posting of game schedules and referee/linesmen payroll calculation.

Posting timely updates to the Town's website.

Participating in training activities, educational schools, and seminars at the request of administration.

Performing other duties as needed or assigned.

Required Skills: Excellent written, oral, computer and organizational skills are a must along with a pleasing personality, exceptional people skills and a high energy level. Proficiency in Outlook, Microsoft Word, and Excel software is a must with experience with PowerPoint, Print Shop and Microsoft Expressions being a plus. Experience and/or familiarity with local government open meetings, handling of public records and basic accounting principles are a plus.

Hours: Fulltime (*40 hours*); Town Hall is open from 9:00 a.m. - 5:00 p.m. on Monday-Friday with schedule adjustments made for evening and weekend work as needed. Flexibility in working hours is a must. Some evening work is required, mainly on Tuesdays for council and board meetings. Saturday work is required for special events coordination and administrative support for all recreation activities.

Performs other duties as assigned by the Administration.

Equal Opportunity Employer