

**City of Erlanger
Job Posting**

**Part-time Administrative Assistant/
Community Events Planner**

The City of Erlanger's Administration Department has an immediate opening for the part-time position of an Administrative Assistant/Community Events Planner. Responsibilities include but are not limited to:

- ❖ Scheduling Summer Park programs
- ❖ Coordination and hosting of monthly events for residents and employees of the City
- ❖ Schedule, reserve and assign fields, courts and shelters in parks
- ❖ Plan and expand Adopt-A-Troop
- ❖ Community Development Programs
- ❖ Research and organize City Government Month Program
- ❖ Explore and arrange annual events
- ❖ Assist in Administration office

The individual for this position will be creative yet detail-oriented and organized. The Administrative Assistant /Community Events Planner will interact with a variety of people ranging from vendors to local business managers and employees. Because of the nature of this position, one must have excellent customer service and communication skills (both verbal and written). In this position, multi-tasking is a must.

All applicants must be able to pass a background check and drug screen. Experience preferred.

Interested candidates should submit their resume along with a completed job application to the City of Erlanger Human Resources Department c/o Missy Andress, City Clerk located at 505 Commonwealth Avenue Erlanger, KY 41018 by 4:00 p.m. on May 23, 2011.

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