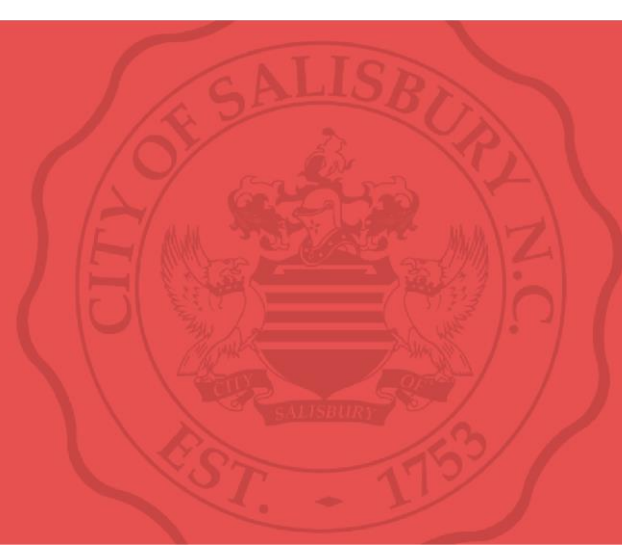


THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Downtown Coordinator

Your Career, Your Community

The City of Salisbury is seeking a motivated individual to serve as the Events Coordinator with the Downtown Development department and non-profit partner, DSI. The Downtown Coordinator will plan, organize, coordinate and implement a variety of special events, programs and activities within the municipal service district. Primary duties include but are not limited to: maintains continuing contact with DSI boards and committees, city departments, outside agencies, sponsors, participants, visitors and citizens to ensure effective presentation of events; secures and trains volunteers for events and programs; assists in developing marketing strategies for plans and projects for downtown development and revitalization; and promotes programs and downtown activities using digital media and promotional materials. Join the City of Salisbury for a rich benefit plan and the opportunity to work with a team that aims to exemplify the City's values by showing purpose, passion and priority. **We offer a rich benefit plan (Health Insurance - city contribution to Health Savings Plan, Dental, Onsite Wellness Clinic, 13 Paid Holidays, one day of Sick Leave accrued per month, one Annual day accrued per month, Employer Contribution to the NC State Retirement Plan and City Contribution to 401(k) plan, and more).**

Join the City of Salisbury for an opportunity for career advancement and ability to work with a fast-paced team that aims to exemplify the City's values by showing purpose, passion and priority. We focus on providing exceptional customer service by integrating these values into the services we provide as a team.

Minimum Requirements:

- Bachelors degree in parks and recreation, special event planning, marketing/promotions, communications, and/or economic development; or equivalent combination of education and experience.
- Must have a valid NC Driver's License
- Ability to work flexible hours

Preferred:

- Main Street and/or non-profit experience
- 2-5 years' experience in special events or programming
- Community Development experience

Closing Date: January 31, 2025

Hiring Range: \$44,779.54-\$64,034.74(Depending on Experience)

\$2,000.00 sign-on bonus to be paid as a lump sum after successful completion of probationary period.

Eligible for 2.5% for Bilingual Pay for Spanish (Test Required)

Please apply online at <https://salisburync.gov/careers> For questions please call/email:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217; humanresources@salisburync.gov

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services. The City of Salisbury is a Drug Free Workplace.