



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

ASSISTANT PROGRAM/SPECIAL EVENTS COORDINATOR

Department:

Starting Salary Range:

Position Number:

FLSA Status:

Non-Exempt position, eligible for overtime

Safety Sensitive Designation:

This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.

Opening Date:

4/08/21

Closing Date:

4/14/21 at 5:00 PM

JOB SUMMARY:

Assists with the implementation and coordination of social development and educational enrichment programs sponsored by Pulaski County Youth Services and promoting the community support and involvement of such programs.

ESSENTIAL JOB FUNCTIONS:

- Solicits corporate and community sponsors for youth activities and programs and donations for fundraisers.
- Assists in the development and implementation of fundraising strategies for programmatic support of youth programming.
- Assists in the research and development of grant funding opportunities for program support including recreational, educational, and career development activities.
- Assists in the development of marketing strategies to inform the community of all segments of the Youth Services Department programs including publications, brochures, media press releases, etc.
- Conducts public awareness presentations to increase community interest and support of departmental programs.
- Develops and coordinates a speakers bureau to market and solicit program and financial support from civic organizations, faith based organizations, social organizations, and public agencies.
- Identifies potential activities and programs to enhance the social and educational development of participating youth.
- Plans, schedules, and organizes educational programs for community youth.
- Supervises seasonal and volunteer staff involved with program implementation.
- Assists with the production of departmental email blast addressing current events and program goals and achievements of participating youth; distributes to staff, businesses, organizations, and individuals in the community.
- Assists in research for funding sources for youth programs; completes grant applications for available grants.
- Interacts with the PCCCY Advisory Board to enhance community involvement and obtain direction on public awareness activities and solicitation strategies.
- Completes reports reflecting program participation and results.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

Visual acuity necessary for use of the computer screen
Digital dexterity needed for keyboard operation
Ability to communicate orally in person and by telephone

WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment with occasional visits to outside agencies and at departmental activities and functions.

MINIMUM QUALIFICATIONS:

Completion of a bachelor's degree in Social Work, Sociology, Psychology, Business Administration, or a related field; considerable experience in social program administration, business administration, public relations, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver's License.
Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, sexual offender check, child maltreatment check, and an adult maltreatment check.

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

April 08, 2021

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