



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: SPECIAL PROJECTS COORDINATOR

Department: Parks and Recreation	Status: Full Time/ Permanent
Annual Salary : \$30,051	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

CLOSING DATE:

4/27/21

Department of Human Resources
200 E. 8th Avenue, Room 104 Pine
Bluff, AR 71601

Office (870) 730-2038/ **FAX** (870) 730-2157
Office Hours:
Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Special Projects Coordinator duties include but are not limited to receiving and recording administrative documents and financial actions or obligations for budget reporting; responding to inquiries concerning special projects and grants, researching viable community events, and planning and managing the special event calendar. The Special Projects Coordinator will assist Parks Director with communicating brand personality/visibility, establishing community partnerships, complete assignments pertaining to developing, delivering, or supporting social media platforms, work with management and stakeholders in the development and implementation of new systems or programs and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Degree in Business Administration or related major is preferred.; or equivalent combination of education and experience. Applicants should have experience with Microsoft Word, excellent critical thinking and problem-solving skills, good written and verbal communication skills, detail-oriented with strong organizational skills; event management experience preferred.