

**TOWN OF PENDLETON
COMMUNITY EVENTS & MARKETING ASSISTANT (PART-TIME, SEASONAL)
(NON-EXEMPT)**

GENERAL PURPOSE

The Community Engagement Assistant will support the Town's community programming, special events, and communication efforts. This seasonal, part-time position is ideal for an enthusiastic and motivated individual who enjoys working with the public, helping coordinate events, and managing digital content. Under the direction of the Community Engagement Manager, this position plays an important role in helping foster positive relationships between the Town and its residents, visitors, and partners through effective outreach and engagement. The Assistant must be energetic, creative, organized, and capable of functioning effectively in independent situations. The Assistant must possess excellent communication skills and develop and maintain positive relationships.

SUPERVISION RECEIVED

Works under the general supervision of the Community Engagement Manager.

SUPERVISION EXERCISED

None. May occasionally assist in directing volunteers, temporary event staff, and other town employees during special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, coordination, and execution of community programs and special events, including event set-up, breakdown, and on-site logistics.

Works with Town staff, vendors, and volunteers to ensure smooth event operations.

Supports the implementation of marketing and social media strategies by creating content, scheduling posts, and engaging with online audiences.

Help maintain event calendars and promotional materials.

Attend and support community events, which may include evenings and weekends.

Assists with outreach efforts to increase awareness and participation in Town programs and events.

Maintains and updates contact lists, program records, and event documentation.

Provides administrative support such as preparing materials, compiling reports, and assisting with communications.

Performing general office duties and maintaining all office supplies.

PERIPHERAL DUTIES

Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or equivalent is required.

Preferred Qualifications

- (A) Coursework or experience in public relations, communications, marketing, event planning, or a related field preferred.
- (B) Prior experience in event coordination, social media management, or community outreach is a plus.

Necessary Knowledge, Skills, and Abilities:

- Strong organizational and multitasking skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in using major social media platforms and basic graphic design tools (e.g., Canva, Adobe Spark, etc.).
- Ability to work effectively both independently and as part of a team.
- Friendly, outgoing, and approachable demeanor with a passion for community engagement.
- Willingness to work flexible hours, including some evenings and weekends.

SPECIAL REQUIREMENTS

Must possess a valid SC driver's license or the ability to obtain one within six (6) months of start date in this position.

TOOLS AND EQUIPMENT USED

Computer, social media platforms, basic graphic design software, standard office equipment (printer, copier, etc.), telephone, motor vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and use hands to handle or operate tools or controls. The employee may be required to walk, lift up to 50 pounds, and assist with physical aspects of event setup and takedown.

WORK ENVIRONMENT

Work is performed both in a standard office environment and outdoors. Noise levels may vary depending on location and activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: 2025

EMPLOYEE ACKNOWLEDGMENT

The signature of the employee indicates that he/she has seen the _____
_____ job description, and has had the opportunity to seek
clarification on any of the duties or responsibilities outlined for this position.

Employee Date: _____

Administrator Date: _____