

## **Special Events Coordinator & Administrative Assistant (Full-Time)**

Salary: \$60,000 - \$70,000 Annually

Compensation Package: Paid holidays, vacation and sick leave; participation in the Virginia Retirement System (VRS); paid health, dental and vision insurance; and the opportunity to work in the cutest, best little Town in Virginia with a great team!

Location: Buchanan, Virginia – Town Hall

Department: Administration

Opening Date: 12/15/2025

Closing Date: Continuous

### **Position Summary:**

This is a dual-function role. The primary job function is Special Events Coordinator, which supports the Town with the overall coordination of Town-sponsored events. The position reports to the Town Manager and works closely with the volunteer planners and teams to assist with the implementation of special events throughout the year. The second job function is Administrative Assistant, which performs a variety of clerical and administrative tasks under the direction of the Town Manager. Duties include, but are not limited to, organizing files, coordinating meetings, responding to phone and email inquiries, developing operating procedures, drafting reports and other official memoranda.

### **Essential Duties & Tasks:**

- Working closely with volunteer event coordinators and teams to help plan, execute, and detail the Town event
- Conducting pre-event walkthroughs and scheduling meetings as necessary to ensure success
- Managing equipment rental needs
- Documenting all purchases, costs, and payments
- Managing deadlines and sending reminders for timelines, event layouts, payments, insurance needs, etc.
- Ensuring schedules and logistics are coordinated effectively
- Conducting post-event debriefs with volunteers and Town Manager
- Drafting event sheets, flyers, ads, etc. that detail the specifics of the Town event
- Attending the event and taking photographs
- Drafting a post-event summary for social media (with photos)
- Maintaining relationships with vendors, contractors, performers, consultants, etc.
- Creating content and increasing engagement and visibility on social media
- Attending pre and post-event meetings as needed
- Assisting with event setup and breakdown as needed

**Job Requirements:**

- Graduation from high school or GED equivalent; post-secondary education preferred
- Experience coordinating events; local government experience strongly encouraged to apply
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Must be able to work a flexible schedule that includes weekends and evening hours as needed

**Knowledge, Skills & Abilities:**

- Highly organized with diligent attention to detail
- Demonstrates a customer-service mentality and supports and sustains positive interactions with volunteers, vendors, staff, and the public at large
- Excellent people-management skills coupled with successful communication skills
- Maintains a can-do attitude and willingness to provide staff support in other departments
- Competent in Canva, Adobe, and social media
- Strong ability to work strategically and effectively in a team setting
- Demonstrates a strong understanding of selected event spaces, operational capabilities and restrictions, and the ability to explain these elements clearly and concisely
- Ability to work from a PC
- Ability to work collaboratively with a variety of people
- Ability to work in a fast-paced environment managing multiple projects with shifting deadlines

**Please provide the following to reply:**

- Send a pdf copy of your resume, cover letter, and three (3) references via email to Timothy Mack at [buchanantownmanager@buchanan-va.gov](mailto:buchanantownmanager@buchanan-va.gov).

*The Town of Buchanan is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*

**Location:**

19753 Main Street  
Buchanan, Virginia 24066