

Are you the go to person in your family or group of friends to plan and coordinate birthday parties, dinners, or practically any social event? Does thinking about getting a large group of people together for a unified goal peak your interest?

If you answered yes to any of the above, then the Mansfield Downtown Partnership may just have an opportunity for you.

The Opportunity

The Mansfield Downtown Partnership is currently seeking resumes for the position of Event Planner. Our Event Planner is responsible for planning, managing, organizing and being the all-around go to person for a variety of events including the Celebrate Mansfield Festival, Trick or Treat in Downtown, Winter Welcome, John E. Jackman Tour de Mansfield and don't forget the fun Mansfield Pup Crawl, and the ever popular Moonlight Movies.

What We Offer

What can the Mansfield Downtown Partnership offer you? We offer a starting salary of \$20.00 per hour on a flexible 31 hour work week. This isn't your typical 8 – 5 job. Outside of some pre-scheduled events and board meetings, we are open to how you schedule your 31 hours throughout the week. We also offer a pro-rated benefits package, which includes health/dental insurance, time off, and retirement.

What You Bring!

So what are we looking for? Besides being a social person both in-person and on the phone, we are looking for someone who will be comfortable working in a small but mighty office. Most of our events are either in the evening or on weekends, so we are searching for someone who is flexible enough to staff the events when needed. As with all office jobs, there is routine administrative work like paying invoices, filing, taking meeting minutes, maintaining our office supplies and other typical office duties. We are looking for a self-starter who is comfortable working on events one minute, and then having to switch gears and follow-up on an invoice in the next. The ideal candidate will also be willing and eager to take on new tasks and assignments as they come up and be willing to assist where needed. The ideal candidate will also possess an Associate's degree and have experience in marketing, economic development, event planning, or any other field that has prepared you for this position.

A Little About Us

The Mansfield Downtown Partnership has a staff of three (including the event planner). Our offices are located in the Downtown Storrs Nash-Zimmer Transportation Center. We exist to foster continued development, management, and promotion of Downtown Storrs. Our work spans economic development, business partner relationship building, event planning, marketing, social and cultural development and more. If you like a work environment that touches on a little bit of everything, then we think you would be a great fit for our organization.

Why Mansfield?

Mansfield is a vibrant, diverse, and caring community that offers its residents and visitors unique cultural, recreational, and educational opportunities. Known for its excellent public schools, community-wide events, inclusive and efficient government, parks and reserves, protected open spaces, and agriculture, the town is home to the main campus of the University of Connecticut.

Come and enjoy the beauty and historic traditions that Mansfield has offered for more than 300 years.

Selection Process

In order to assist you in planning, we have outlined the following schedule:

Posting Closes:	October 24 th
Applicants Screened / Notified:	By October 26 th
Interviews:	Week of October 29 th

How to Apply!

If our ad has enticed you and you are interested in joining our team, please submit your resume to HR@mansfieldct.org by 4:30 PM on October 24th. For more information about us, please visit www.mansfieldct.gov/downtownpartnership. For more information about this opportunity please visit www.mansfieldct.gov/Jobs.

We are excited and look forward to the opportunity to review your resume. Please feel free to show us how your life experience matches what we are looking for, whether that is building relationships over the phone with alumni donors, or designing a marketing tag-line for a fictional product in your Marketing 101 class, or how for the past 10 years you have planned events that have created lasting memories for your clients, friends or family. Show and/or explain to us how your experience has prepared you to be our next Event Planner.

Resume/Application materials are screened for quality, quantity and recent experience.

MDP is an EEO/V/F/M Employer