

JEFFERSON COUNTY seeks an Event Coordinator. This position is a permanent, part-time position under the direction of the County Commissioners. Position is twenty hours per week with flexible hours. Position will promote Jefferson County by bringing events into the community; will work closely with county commissioners, department heads, vendors, exhibitors, performers and the general public; position expected to produce several large scale events in conjunction with local businesses and organizations to help promote Jefferson County; position will also assist with grant projects and other work as required. Must have strong organizations skills and experience with the principles and practices of events and project management; Bachelors Degree in event planning or project coordination and one year of experience and/or four years of equivalent experience. Starting hourly salary \$16.78 per hour or more DOQ/E. Applications must be received by October 21, 2016 at 5pm and are available on the Jefferson County web-site at www.jeffersoncounty-mt.gov or from HR Department at (406) 225-4010. Jefferson County is an equal opportunity employer.