

**Commissioners of Leonardtown
Event Planner/Coordinator**

The Town of Leonardtown is accepting resumes for a full-time Event Planner/Coordinator. Responsibilities include managing all aspects of the event planning process, including collaboration with subcontractors, venue identification, printing and design of material and budget tracking. Collaboration with departments as well as local community groups. Attend community functions to network and identify potential opportunities. Bachelor's degree in hospitality management, marketing, business administration, or a related field or equivalent combination of experience, education and training is required. Excellent time management, composition of written materials, graphic/social media knowledge and competent communication skills required. Event physical demand requirements are in excess of those for sedentary office work. Must be able to work a flexible schedule to include late nights and weekends. Annual salary will start at \$46,619 and up based on experience. Send resume and three professional references to Laschelle McKay, Commissioners of Leonardtown, POB 1, Leonardtown, MD 20650 or email to Leonardtown.commissioners@leonardtownmd.gov.