



Join the Portland Rose Festival Team!

Now Hiring: Events & Communications Specialist

- The Portland Rose Festival is ranked as one the Best Festivals in the World!
- Be a part of the historic 114 year tradition; including 3 parades, fleet week, CityFair, concert series, and more...
- Rare opportunity for a full-time, year-round position on the events team.
- Join one of the most experienced teams in the business!
- Relocate to beautiful Portland, Oregon, surrounded by amazing recreational opportunities throughout the Pacific Northwest.



For more information about this position
and other 2022 opportunities:

www.RoseFestival.org



PORTLAND ROSE FESTIVAL FOUNDATION
JOB DESCRIPTION



Job Title:

Events & Communications Specialist

Reports To:

Chief Operating Officer (COO)

Classification:

Regular Full Time - exempt

Primary Duties and Responsibilities:

Provide event management for assigned Rose Festival programs and events and manage Rose Festival social media channels. Work with festival event staff and committee chairs to plan, design, enhance, organize and implement each program under the committee structure, including site and event logistics, programming, staffing committee meetings, and handling public inquiries about programs. Develop and manage each event or program budget with the input of COO and event chairs; oversee finances for each event and program, including establishing vendor relationships and approving payments. (Specific events and programs are subject to change.) Actively serve as a member of Rose Festival's Parade Team and Communications Team. Compile information required to write, edit and produce social media content and campaigns.

Other Duties and Responsibilities:

Assist in the coordination and execution of the annual Auction in the autumn/early winter. Includes interaction with PRFF board members, event committee members and community partners. Attend staff meetings, board meetings and committee meetings. Other duties as assigned.

Skills & Abilities Required:

Strong event management skills and an understanding of special events industry and non-profit organization goals. Strong understanding and practical experience managing social media content and campaigns. Effective written and oral communications skills; excellent interpersonal skills in working with staff and volunteers; budget strategy and analysis techniques; strong attention to detail and accuracy; demonstrated organizational abilities to coordinate and implement projects simultaneously; risk management and crisis planning skills. Creative problem solving and in-depth knowledge of office management and procedures are highly desirable. The Events & Communications Specialist should create a working environment conducive to productive work; build effective working relationships with staff and board members; project a positive attitude and flexibly with assignments and programming.

Experience Required:

Five years of special event and project management experience, with an emphasis of onsite logistics and operations; experience with budget/financial management; experience in recruitment and supervision of on-site staff; a working understanding of marketing, sales and communications techniques.

Education Required:

A four-year college degree is preferred, however significant job experience may be considered in lieu of a degree. Strong computer skills needed in Microsoft Office applications and other related software.

Work Environment:

Most duties will be performed in an office environment, although occasional on-site event tasks may be assigned. May require periods of standing or walking and some light lifting. On-site conditions could be indoors or outdoors, in a variety of weather conditions, including hot, cold, rainy and sunny.

The Portland Rose Festival Foundation is an Equal Opportunity Employer.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.