

The Borough of Hollidaysburg, is accepting resumes for a Director of Community Relations and Events. This person will be responsible for planning, coordinating and implementation of annual community events and special programs for the Borough of Hollidaysburg, as well as foster a connection with the community residents.

Applicant should be highly organized, exhibit leadership qualities, be comfortable speaking in public, and have the ability to work with a variety of public officials and volunteers. Strong computer, written and verbal communication skills are a must as well as experience with marketing, various social media outlets, and advertising. Full position description is available in the Manager's Office in the Municipal Building at 401 Blair Street.

This person will report directly to the Borough Manager. This position is considered a Department Head in the Hollidaysburg Borough Organizational Structure. A bachelor's degree in marketing, business, public administration or related field preferred. Equivalent relevant experience will be considered. Similar program management experience desired. Salary DOQ with excellent benefit package. Deadline April 15, 2019 EOE

Provide cover letter and resume to:

Borough Manager James Gehret
Borough of Hollidaysburg
401 Blair Street
Hollidaysburg, PA 16648

Email: manager@hollidaysburgpa.org