TERRA SQUARE EVENT & MARKET ASSISTANT

ABOUT HUDSONVILLE

The City of Hudsonville is a growing community of 7,600 residents located in SE Ottawa County, MI, about halfway between Grand Rapids and Holland.

Hudsonville is a growing community with strong family values, friendly people, well-kept neighborhoods, outstanding public and private schools, an active farming community, numerous parks, and a business district which is currently undergoing a substantial revitalization.

JOB SNAPSHOT

Assist with coordinating and operating the Terra Square Farmer's Market. Primary point of contact during private events at Terra Square.

OUR IDEAL CANDIDATE

Our ideal candidate would be someone who is passionate about hospitality, community, and event coordination.

We are seeking an individual with a flexible work schedule that includes availability nights and weekends.

A positive attitude, ability to work toward a common goal as part of a team, and ability to build relationships with local farmers, vendors and renters is important for this position.

Additionally, ability to work independently and monitor/enforce the policies for the space is critical.

Our Culture:

The City of Hudsonville strives to make its employees feel safe, respected, valued and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

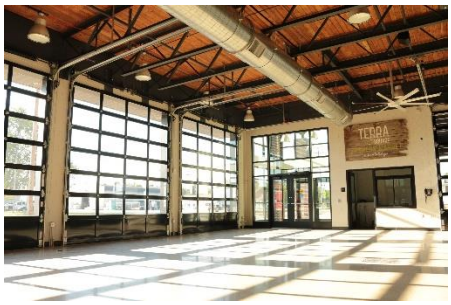
A copy of the City's cultural guidelines will gladly be provided for your review!

To Apply:

To apply submit a resume and job application to Andrea Rabineau.

arabineau@hudsonville.org

(616) 669-0200



RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following:

- Oversee private events at Terra Square, serving as the primary point of contact for renter.
- Monitor event to ensure that renter and vendors are abiding by all Terra Square policies.
- Assist renter with operational challenges, including issues pertaining to the audio visual equipment, prep kitchen, bathrooms, or provided equipment (ie: Tables, chairs)
- Effectively communicate with the public, vendors and those needing information regarding rental expectations in a positive and professional manner.
- Provide tours to prospective renters with adequate knowledge of space, rules, expectations, etc.
- Assist Farmer's Market Manager with market coordination
- Assist with recruitment and retention of existing and prospective farmer's market vendors. Managing positive relationships with vendors, patrons, and community stakeholders.
- Set up and tear down market on market days.
- Assist with coordination of entertainment, events, and community activities at market.
- Assist with programs that entice residents to shop at the market.
- Administer double up food bucks and SNAP program at the market.
- Assist with farmer's market promotion, including distributing promotional materials, social media content, and maintaining web content.
- Other duties as assigned.

EDUCATION & EXPERIENCE

An employee in this class should have the equivalent of the following knowledge, training, and experience:

1. Flexibility and willingness to work Wednesday mornings, evenings & weekends.
2. Skill in establishing and maintaining effective working relationships with fellow employees, vendors and the public.
3. Knowledge of modern office procedures and practices.
4. Skill in operating personal computers and other standard office equipment.
5. Skill in Microsoft Office Suite applications.

6. Responsible oversight of financial resources.
7. Self-Motivated and possess the willingness to learn.
8. Excellent communication and conflict resolution skills. Must be able to communicate in a professional manner both orally and in writing, in a way that reflects positively on the City.
9. Must be detailed oriented and able to multitask.
10. Skill in operating audio visual equipment.
11. Confidence serving as a representative of the City and enforcing building policies.
12. Ability to follow verbal and written instructions.
13. Comfortable interacting with a variety of individuals and personality types.
14. Required training includes graduation from high school or GED equivalent. Some appropriate college courses in event planning, hospitality management, business, or marketing studies preferred.
15. Valid State Driver's License or the ability to obtain one.

COMPENSATION & BENEFITS

- This position pays $11/hour
- This part time position does not include medical or retirement matching benefits.
- The City of Hudsonville hosts a wellness program, which provides employees with access to an on-site fitness facility and access to wellness and exercise activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Market/Events Manager.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.