

Events Coordinator/Business Liaison

The Town of Louisa is seeking a self-motivated, well-organized and outgoing person, to provide event planning and social media management services, as well as support our Main Street Initiative Program and act as a liaison to our business community.

Role/Responsibilities:

- Event Planning and Management
- Marketing and Promotion
- Community Outreach and Networking
- Volunteer Coordination

Work Hours:

- Part-time position with flexible hours to accommodate the needs of our business community and planned events. Average weekly work will consist of 21 hours.

Training/Education/Experience:

- Valid Driver's License
- High School Diploma or GED

Applicants should submit a resume and cover letter to Craig Buckley, Interim Town Manager, at cbuckley@louisatown.org . This position is open until filled with a first review of applicants occurring on February 14, 2025.

The Town of Louisa is an equal opportunity employer.