



# Fond du Lac Festivals Career Opportunity

## Support Specialist

### Job Description

The Fond du Lac Festivals Support Specialist reports directly to the Fond du Lac Festivals Executive Director and is responsible for the support of the organization's consistent achievement of its mission.

#### **Job Details:**

- Work Location:** *Fond du Lac, Wisconsin\**  
**Starting Wage:** *\$14.00 - \$18.00/hour*  
**Work Schedule:** *15 – 20 hours per week*  
**Reporting to:** *Fond du Lac Festivals Executive Director*  
**Date Posted:** *January 27, 2023*

*\*Opportunities for flexible scheduling and remote working*

#### **The core duties and responsibilities of this position are to:**

- Prepare communications, such as memos, emails, invoices, reports, and other correspondence
- Create and revise event plans based on new programming or changes to existing programming
- Write and edit documents from event plans to recap reports and other documents
- Communicate with sponsor, event partner, and volunteer contacts, as necessary
- Manage event partner and volunteer database
- Update organizational and event websites, as necessary
- Create social media campaigns to accompany upcoming festivals and special events
- Responsible for other duties as required by the Executive Director

#### **Desired skills and/or backgrounds:**

- Strong interpersonal and communication skills
- Strong organizational skills
- Experience with Microsoft Suite (Word, Excel, Powerpoint, Publisher)
- 2nd level education or applicable work experience
- Social media experience including, but not limited to (Facebook, Instagram, Snapchat, TikTok)
- Web experience (Wordpress or similar platforms)



***Other responsibilities include:***

**General Administration**

- Support the short-term and long-range strategy to achieve the organization’s mission and assist in consistent and timely progress.
- Provide administrative as well as creative support in developing and executing events
- Provide organizational and financial planning support to the Executive Director.
- Data entry and record-keeping as it pertains to the administrative duties and event programming.
- Maintain a working knowledge of significant developments and trends in the field.
- Maintain a visible presence and be active in the Fond du Lac community.
- Maintain a positive working relationship with all community & event partners.
- Be a positive voice and representation of the Fond du Lac Festivals brand.

**Project management & Strategic Event Planning**

- Help design and execute new and successful events unique to our market/community.
- Maintain and improve the quality of existing events and processes.
- Work closely with non-profit, sponsors and volunteer organizations.

**Marketing/Communication**

- Develop marketing strategies that support events and projects.
- Manage website and social media updates to support event programming.
- Actively communicate on event updates, programming, communication with partners, and all necessary tasks and projects.
- Maintain working relationships and cooperative arrangements with government entities, community groups and organizations.

**Budget and Finance**

- Responsible for assisting in sound financial practices.
- Work with the Executive Director and Treasurer in adhering to yearly budget guidelines.

**Leadership**

- Lead and inspire part-time staff and volunteers.
- Ensure volunteer and support staff descriptions are developed, and that there is proper supervision and communication channels established with volunteers and support staff.



- Establish new methods of volunteer recruitment and maintain the existing and new volunteer network.