

NOTICE!

POSITION AVAILABLE

The City of Center is recruiting for the following position:

TITLE: FULL-TIME CIVIC CENTER- ASSISTANT DIRECTOR

Immediate Supervisor: Civic Center Director

SUMMARY OF DUTIES: Develop and execute marketing program. Must perform some clerical duties and provide facility information to potential clients. Occasionally oversee maintenance staff. Attend conferences and shows that may require some travel, including occasional overnight stays.

REQUIREMENTS: Valid TX Drivers License,

EDUCATION: High school diploma or equivalent. College education is preferred, although business experience is an acceptable substitute.

EXPERIENCE: Preferred experience in previous DMO or civic center. Other work experience may be accepted as well.

SKILLS: Reading, Math, Writing, Complexity, Interpersonal, Supervisory

CLOSING DATE: Until Position Filled

**ALL INTERESTED IN POSITION MUST APPLY ONLINE AT:
WWW.CENTERTEXAS.ORG**

THE CITY OF CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.