



## Town of St. James Meeting and Events Specialist (Part-Time) Job Advertisement

The Town of St. James, North Carolina has an exciting **part-time** employment opportunity at the St. James Community Center, a 13,000 sq. ft. meeting and event facility located adjacent to the primary entrance to the community. Reporting to the Community Center Manager, the Meetings and Events Specialist will facilitate and support the successful execution of evening activities and events at the Community Center and St. James Town Hall.

The primary responsibilities of this position include, set up and tear down of meeting space furnishings and portable audio-visual equipment, planning and scheduling of activities, superior guest service support to all Community Center guests and users of Town facilities.

The successful applicant will have two years of verifiable hands-on experience in a professional setting with experience handling audio-video presentation equipment. Applicant must be able to work flexible hours, evenings, weekends, and occasional morning hours as business levels demand. Experience with live events in a hospitality, convention, or educational environment is preferred.

If you meet these qualifications, please submit a current resume with cover letter via email to [communitycenter@stjames.town](mailto:communitycenter@stjames.town), addressed to Hiring Manager.