

JOB ANNOUNCEMENT

The City of Spencer is looking for a motivated individual who has the vision to impact the community as the Economic Development and Tourism Coordinator. This is a part-time position with a minimum of 20 hours not to exceed 32 hours per week with the potential to develop into a full-time position. Starting pay will be \$13 per hour.

Qualifications: Applicant must be 18 years or older and have a high school diploma or equivalent; economic development and/or tourism experience is preferred, but not required; planning & event coordination experience is also preferred, but not required; proficient in computer technology and Microsoft Office; professional written and verbal communication skills; the ability to make decisions quickly in accordance with local policies; leadership, motivational, organizational, and detail-oriented skills; and the ability to complete projects and tasks with minimal supervision.

Applications may be obtained at Spencer City Hall located at 12180 State Hwy 111 South. City Hall is open Monday-Friday 8 AM – 4 PM. Please call 931-946-2351 for more information. Applications will be accepted until the positions are filled. The City of Spencer is an equal opportunity employer.

