

### **Event/Marketing Specialist – Fairview, TX**

Ideally located along U.S. Highway 75 in Collin County, and part of the Dallas-Fort Worth Metropolitan Area, Fairview encompasses 8.8 square miles and is home to approximately 9,000 people. Since 2012, the Town of Fairview has been recognized by D Magazine as one of the Top DFW suburbs and is known for its natural beauty, excellent schools, and low crime rate. To learn more about the Town, visit [www.fairviewtexas.org](http://www.fairviewtexas.org).

The Event/Marketing Specialist will plan, coordinate, and secure sponsorships and execute Fairview's local and regional town events, specialized events, and community events. This position is responsible for assisting with planning, coordination, and execution of Town Council events for neighborhoods or other groups, town hall meetings, Economic Development Corporation (EDC) events, and marketing events. This position will also assist with management and maintenance of Town's communication plan, media contacts, EDC and Town websites, and social media. The person in this position provides staff support for the Events Committee, attends meetings, and provides assistance as needed to other boards and committees. The Event/Marketing Specialist also works with the Economic Development Manager in performing a number of duties related to the town's economic development activities. This position requires the flexibility of periodic evening and weekend availability, based on meetings and events, as well as the ability to occasionally travel. The Event/Marketing Specialist reports to the Economic Development Manager.

The position requires a Bachelor's Degree in Public Relations, Hospitality, Leisure Services, Communications, Marketing, or related field and three (3) years of experience in special events, media, public relations, marketing or equivalent combination of education and experience. Experience in town or community event planning and/or non-profit event planning is preferred.

The salary range for this position is \$49,366 to \$59,000, depending on qualifications and experience.

View complete position profile and apply online at: <http://bit.ly/SGROtherOpportunities>

For more information contact:

Judy Webster, Human Resources Director

Town of Fairview, Texas

[jwebster@fairviewtexas.org](mailto:jwebster@fairviewtexas.org)