

Town of Patten 21 Katahdin Street | PO Box 260 | Patten, ME 04765

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## The Town of Patten is Hiring a Community Activities Coordinator

**Hours:** Part-time

**Pay:** Based on experience

The Town of Patten is seeking a creative, enthusiastic, and community-minded individual to serve as our **Community Activities Coordinator**. This is a fantastic opportunity to play a key role in enriching the lives of residents through engaging events, programs, and activities that foster community spirit and connection.

### Key Responsibilities:

- Plan, organize, and oversee community events such as festivals, seasonal celebrations, workshops, and recreational programs.
- Collaborate with local organizations, schools, and volunteers to support and expand community initiatives.
- Promote events through social media, newsletters, flyers, and the town website.
- Manage event logistics including scheduling, permits, vendor coordination, and budgeting.
- Seek out and apply for relevant grants and sponsorships to support community programming.
- Serve as a friendly and responsive point of contact for residents and partners involved in community events.

### Qualifications:

- Experience in event planning, community programming, recreation, or a related field.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively.
- Creativity, energy, and a passion for building community.
- Familiarity with small-town culture and values is a plus.
- Flexibility to work some evenings and weekends as needed for events.
- Someone creative, friendly, and organized

### How to Apply:

- Interested candidates should submit a resume, a brief cover letter highlighting relevant experience and enthusiasm for the role, and three references to:

TownManager@PattenMaine.org

**Subject Line:** Community Activities Coordinator Application

Join us in making the Town of Patten an even better place to live, work, and play!