

**City of Easley Parks and Recreation**  
**Marketing**  
**Job Description**

**ESSENTIAL FUNCTIONS AND TYPICAL TASKS:**

This position would market the entire Recreation Department (recreation sports programs, tournaments, and events). Also includes preparing flyers and handouts for special events.

This position would be in charge of the web site and web page updates and design for the department.

This position would also work with the Director and Assistant Director in researching and updating contracts within the department.

**QUALIFICATIONS AND REQUIREMENTS:**

Marketing Degree and/or experience working with website and web page updates, supplemented by 1-2 years related work experience.

Must possess a valid drivers' license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general office procedures. Skills in operating office equipment (computers, copiers, fax, etc.)

Ability to communicate both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

It would be 40 hours per week - Monday through Friday - 8:30am until 5:00pm or event specific hours.

City of Easley Parks and Recreation  
Gregg Powell  
Director