

Activities Event Coordinator

This is a part time position - 28 hours a week

Plan and schedule parties, dances, events and other community functions at Heritage Oak Park Community Development District in Port Charlotte, Florida. This includes booking performers, arranging catering, decorating, selling tickets, keeping track of all financial data required for each event, attending each event, and being actively involved in the set up for each event, and pick up supplies for events as required, and cultivating volunteers from the ark to assist with all events as needed.

Please apply on our site.

www.inframark.com or copy the below link

<https://vizi.vizirecruiter.com/Inframark-LLC-2157/124076/index.html>