

Program Coordinator, Special Events - Borough of Belmar

The Borough of Belmar is seeking a dynamic **Program Coordinator, Special Events** to plan, organize, and oversee special events/programs that engage our vibrant community. This role involves coordinating events, supervising administrative functions, and managing resources to ensure smooth operations. Responsibilities include designing promotional materials, utilizing social media for public engagement, and liaising with vendors and local businesses. The ideal candidate will have strong organizational skills and a background in event planning or administration. This position also provides direct support to the Mayor and Borough Administrator, handling resident concerns and advancing special projects. Proficiency in social media, communication, problem-solving, and multitasking. If you are passionate about community engagement, we encourage you to apply. Join us in making Belmar's events and initiatives a success! Send resume and cover letter to mhansen@belmar.com. Applications will be accepted until the position is filled.