FWC - TrophyCatch Prizing and Events Coordinator

Date: Aug 31, 2017

Location: KISSIMMEE, FL, US, 34744

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Requisition No: 17536

Agency: Florida Fish and Wildlife Conservation Commission

Working Title: FWC - TrophyCatch Prizing and Events Coordinator

Position Number: 77000723

Salary: $948.35 biweekly + benefits

Posting Closing Date: 09/15/2017

The Florida Fish & Wildlife Conservation Commission, Division of Freshwater Fisheries is seeking a creative, organized, and highly motivated individual to assist the Division’s TrophyCatch program.
As a State of Florida employee, you will be eligible for

- 10 paid holidays per year
- Accrued annual and sick leave
- Basic life insurance coverage
- Health, life, dental, and vision benefits
- Optional flexible spending accounts

**DESCRIPTION OF JOB DUTIES:**

This position serves as the staff assistant to the TrophyCatch Director and is the primary customer service liaison and event coordinator for the TrophyCatch program. This position requires a candidate who is patient, thorough, creative, and detail-oriented. The candidate should be able to multi-task with ease and work well in teams. Experience in graphic design and/or website maintenance is a plus.

This position oversees inventory, purchasing, and distribution of TrophyCatch promotional material, maintains a TrophyCatch event calendar, summarizes monthly TrophyCatch winners and media coverage, distributes prizes to qualifying anglers, and provides a report of monthly prize distribution. This position will serve as the primary coordinator for TrophyCatch events and will be responsible for ensuring each event runs smoothly from planning to completion and reporting. This position will be responsible for some event set-up and should be prepared to lift items weighing approximately 25 lbs. each. This position will also assist the public with TrophyCatch-related questions, submission information, and prize tracking via e-mail and phone, as well as assist with tracking the TrophyCatch budget when needed.

This candidate is responsible for working on a computer and should be proficient in office productivity software, such as Microsoft and/or Adobe programs. This candidate will operate printers, copiers, fax machines and scanners; maintain calendars, schedule meetings and make travel arrangements, when necessary, as well as assembling data for reports and administrative decisions. This candidate is also responsible for processing invoices and purchase order requests, purchasing cards and contractual payments, and maintains, organizes, and updates hard copy and/or electronic files on all project related actions.

Working hours: 40 per week; Monday through Friday, from 8:00 A.M. to 5:00 P.M.
MINIMUM QUALIFICATIONS:

- High school diploma
- Three years of secretarial or clerical work experience
- Expertise in Excel, Microsoft Word, and PowerPoint
- Ability to work independently as well as in small groups to achieve program and agency goals.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree in event planning or business management;
- Excellent oral and written communication;
- Expertise in all social media platforms including Facebook and Instagram;
- Strong leadership and management skills;
- Website development/graphic design skills highly preferred;
- Marketing background/experience highly preferred;
- Passion for the outdoors a plus!
- Ability to travel in-state and out-of-state
- Knowledge of program design process, needs assessment, program analysis and evaluation methodology.

All applicants are required to apply online. In addition to submitting a completed application, applicants are required to submit a current resume and cover letter highlighting their qualifications and interest in the position.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

VETERANS’ PREFERENCES. Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for Career Service vacancies and are encouraged to
Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans’ Preference documentation requirements are available by clicking here. All documentation is due by the close of the vacancy announcement.

Nearest Major Market: Orlando

QUESTIONS? Contact the FWC