



SANDY CITY POSITION OPENING

Community Events Intern

CLOSING DATE: Open until filled. Department will begin reviewing applications May 16, 2024. Position may close any time after this date. However, applications will continue to be accepted until position is filled.

STARTING SALARY: \$15.00-\$20.00/hourly

STATUS: Seasonal (non-benefitted, 6 months or less)
Weekend and holiday hours required.

DEPARTMENT: Administration – Community Events

SUMMARY: Under the general supervision of the Community Events Manager, the intern will perform various projects relating to planning and execution of Sandy City's community events.

MINIMUM REQUIREMENTS: Requires a high school diploma. Prefer individuals with experience in event management, hospitality, marketing, communications, or a related field. Must possess a valid Utah driver's license. Knowledge of computer software including word processing, spreadsheets, and presentations programs, technical writing and analysis, correct English usage, vocabulary, spelling, and arithmetic is required. Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; be able to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs and schedules. Requires the regular use of a personal computer, printer, copier, vehicle, and telephone system.

NOTE: Applications may only be submitted online at <https://jobs.citysuitehr.com/sandycity>. If you don't have access to a computer you can visit Sandy City Human Resources office to apply at 10000 Centennial Parkway, Suite 310 (10000 S. 170 W) Sandy Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran's status or other classes protected by applicable federal, state and local employment law. The City encourages applicants with all and varying language abilities, the city will accept applications and resumes in other languages but, to be properly processed, applications and resumes must be accompanied by an application and resume in English to assist City employees who are English speaking only. In addition, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. If you have special needs or questions, please call 801-568-7151. Sandy City is a drug-free workplace and an Equal Opportunity Employer. Must pass drug test before hire. If the position is a step position, it may be filled at a lower level.