

**Job Title: Temporary PT Administrative Assistant for Matawan Day**

**Location:** Borough of Matawan, New Jersey

**Job Description:**

Matawan Day is occurring on October 5, 2024 (October 6 rain date) and is a cherished annual event that brings our community together to celebrate local culture, businesses, and entertainment. We are seeking a passionate, dedicated, detail-oriented, and organized Administrative Assistant to support the planning and execution of this vibrant community event.

**Responsibilities:**

- Assist in the coordination and organization of Matawan Day activities and logistics.
- Manage communications with vendors, volunteers, and participants.
- Maintain accurate records of event.
- Support marketing efforts by distributing promotional materials and updating social media.
- Assist with event setup, execution, and breakdown.
- Handle administrative tasks such as answering phone calls, responding to emails, and maintaining event-related documentation.
- Collaborate with the Matawan Day planning committee to ensure smooth event operations.

**Qualifications:**

- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and multitasking abilities.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Flexibility to work some evenings and weekends leading up to the event.
- Experience with event planning or community events is a plus.

**Requirements:**

- High school diploma or equivalent; additional qualifications as an Administrative Assistant or Secretary are a plus.
- Ability to pass a background check.
- Availability to work on the day of the event and additional hours, as needed.

This is a TEMPORARY PT Position that will end after the event occurs. We encourage you to apply for the Temporary PT Administrative Assistant for Matawan Day position, at the Borough of Matawan. Interested candidates are encouraged to submit a cover letter, resume, and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: [ryan.michelson@matawanborough.com](mailto:ryan.michelson@matawanborough.com) no later than 10:00 AM, August 16, 2024.

The Borough reserves the right to conduct interviews prior to August 23, 2024, as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.