



City of Glenarden Gold Room Coordinator Job Post

The City of Glenarden is accepting resumes/applications for the fulltime position of Gold Room Coordinator. The Gold Room Coordinator reports to the City Manager and acts as the liaison between renters, the public, and the City staff prior to and during events to insure that facility, equipment, physical setup and personnel meet the requirements of the event and the client's contractual agreements. The Gold Room Coordinator will be responsible for managing the Gold Room Crewmembers; work is performed under the supervision of the Gold Room Coordinator.

The Gold Room Coordinator should have a minimum of 2 or more years of work experience in positions similar or related to this job. A high school diploma is a basic requirement. Bachelor's degree in Accounting or four years of progressive accounting experience is preferred. The candidate should also possess the following, ability to relate to people, sales skills, promotional and marketing skills and ability to organize and implement.

Please submit your resume to Eddie Tobias at etobias@cityofglenarden.org, tjones@cityofglenarden.org and Deborah Eason at deason@cityofglenarden.org, position will be open until filled. A full copy of the Position Description can be picked up from the James R. Cousins Jr. Municipal Center (Upper Level) at 8600 Glenarden Parkway, Glenarden MD, 20706.