

## VILLAGE OF FRIENDSHIP HEIGHTS

### VILLAGE COUNCIL

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ALEXANDRA KIELTY, *Historian*  
JULIAN P. MANSFIELD, *Village Manager*

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### **Job Description**

#### **ASSISTANT PROGRAM DIRECTOR**

Under the supervision of the Village Manager or designee, the Assistant Program Director assists with the implementation of policies and decisions as directed by the Council.

Specific duties include but are not limited to:

1. Assist Program Director with research and planning for events.
2. Chaperone trips as requested, and assist with hospitality for special events on evenings and weekends as scheduled.
3. Draft articles and coordinate placement and layout for the monthly newsletter with Program Director and Village Manager.
4. Coordinate ad requests for the newsletter and arrange payment schedule with the bookkeeper.
5. Design flyers and press releases related to programs directed by the Program Director and Village Manager.
6. Organize and keep updated on a monthly basis the daily program scheduling and room assignments book, including any pertinent setup instructions.
7. Oversee monthly art shows coordinating reception, hanging, take-downs, publicity and artist price lists.
8. Assume such responsibilities as the Village Manager and Program Director shall direct.

This job description is not intended to be all inclusive and is subject to modification as necessary. The Personnel Policies and Procedures established by the Council and any other directives and guidelines established by the Council are incorporated herein by reference.