

JOB OPENING

City of McKenzie Seasonal Marketing

The City of McKenzie is looking for a summer worker who is studying marketing and who will have summer availability on a part time basis. This position is under development so the potential candidate could have some input as to the development, implementation and outcome of this project. Additionally, please see the following employment and personnel requirements:

Part time hours have not been assigned and may be available as morning or afternoon hours consistent with the business hours of the City of McKenzie and the availability of the person hired.

Administrative background, office training, computer skills- word/excel etc., telephone and business etiquette – dealing with the public, skills and abilities (KSA's) to accomplish tasks and goals as assigned.

Able to work independently on duties and tasks, develop protocols consistent with the mission, goals and requirements of the position.

The position will be housed on the Local Government side and will be supervised by the City Clerk.

Interested persons should submit a detailed resume by April 25, 2025 to Jennifer Waldrup at City Hall or mail to PO Box 160, McKenzie, TN 38201 or email to jennifer.waldrup@cityofmckenzie.com.