



POSITION:	Welcome Center Assistant
DEPARTMENT:	Main Street
JOB TYPE:	Part-time
SALARY:	\$10/hr
POSTED:	02/12/2025
CLOSING DATE/TIME:	Until Filled

The City of Monroe is seeking candidates for a part-time Welcome Center Assistant, working 20-25 hours per week. This role serves as the primary point of contact for visitors, providing helpful information & ensuring a positive experience. The position also supports the event team & collaborates on downtown events. The ideal candidate must demonstrate excellent communication & customer service skills through phone, email, & in-person interactions. Th Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications:

- High school diploma or GED
- Strong oral & written communication skills
- Strong organizational skills
- Flexibility to work some evenings & weekends for event support
- Ability to stand or walk for extended periods of time
- Ability to lift 30 lbs. (e.g., cases of paper, packages, books, etc.)

Duties & Responsibilities:

- Serve as main point of contact for Monroe Welcome Center
- Stay informed about the City of Monroe & Walton County to accurately provide visitors with up-to-date information
- Respond professionally & enthusiastically to visitor inquiries
- Maintain a clean, organized, & welcoming environment at the Welcome Center
- Assist the event team with various tasks as needed to ensure smooth operations during city functions
- Perform other duties as assigned

To obtain an application, please visit our website or visit us at City Hall, 215 N. Broad Street. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.

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