

### **Lake View Community Club Public Relations Coordinator**

The Lake View Community Club (LVCC) is accepting applications for the part-time position of Public Relations Coordinator. The PR Coordinator is responsible for member relations with businesses and individuals in LVCC. The Coordinator guides and coordinates events, programs, and activities of the LVCC to assure objectives are attained, plans fulfilled and members' needs met.

Skills needed include: Good organization, creative input, oral and written communication skills, working knowledge of computers and social media, general knowledge of organizational finances and flexible schedule during peak tourism periods. Problem-solving and interpersonal skills are needed. This is a part-time, salaried position.

**Resumes are due by May 25, 2021, to: Scott Peterson, City Clerk/Administrator, PO Box 18, Lake View, IA 51450 or email at [scott@lakeviewlifestyle.com](mailto:scott@lakeviewlifestyle.com). Send or drop off your resume today!**