The Village of New Hyde Park is seeking candidates for a part-time Events Coordinator/Clerk's Office Administrative Assistant position. The selected candidate would be required to perform the following tasks:

- Planning, Coordination and Execution of Community Events
  - 12-14 events per year
  - Annual New Hyde Park Street Fair with over 10,000 attendees
  - Assisting with communication to local schools regarding Village and School events
- Event Coordination includes:
  - Sending invitations and follow up
  - Securing entertainment/performances & decorations
  - Graphic design for promotions on website and social media for upcoming events
- Clerk's Office Administrative Assistant duties include:
  - Issuance and management of parking permits and village licenses including:
    - landscaping, carters, tow car owner/driver, restaurant, peddler, dance hall, games, catering, used car, dry cleaner, taxis
  - Phone and Counter Assistance
  - Provide Tax Information & Accept Tax Payments
  - Issue Receipts
  - Copy and File Documents
  - Postage

Candidate must have strong communication, organizational and customer friendly skills. Proficient in all Microsoft programs and Canva. Experience in event coordination and office administration is highly recommended.

Salary is commensurate with experience.

Submit resume and Village of New Hyde Park employment application (which can be found on website at https://villagenhpny.gov/wp-content/uploads/2026/02/VNHP-Employment-Application.pdf) to the attention of Rebecca A. Sheehan, Village Clerk-Treasurer at nhpclerk@villagenhpny.gov or regular mail:

1420 Jericho Turnpike
New Hyde Park, NY 11040
516-354-0022