

Subject: Southwest Neighborhoods, Inc. (SWNI) Events Coordinator Job Description	Effective Date: 9/23/2015
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## **Events Coordinator Job Description**

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that works to enhance livability in SW Portland by providing staff assistance to a Board of Directors, seventeen neighborhood associations, five standing committees and three business associations in Southwest Portland. SWNI works to improve racial equity, diversity and inclusion in all facets of the organization.

### **General Description:**

This position is responsible for providing logistics and support for volunteer-led community events. This position assists with management and uses effective communication to assist in executing projects across all event components including facilities, financial, and technology management. Critical skills in this position include understanding event cycles, managing budgets, excellent verbal and written communication and collaboration across internal and external teams. This is a part time position (approximately 20 hours per week).

### **Responsibilities:**

#### **Event Coordination**

- Responsible for assisting volunteers in planning and executing established annual events
- Assist in coordinating other informational meetings, forums, training workshops, etc. as may be directed by the SWNI Board of Directors
- Work with neighborhood associations to help develop annual events such as National Night Out parties, community picnics, outdoor movies in the park, and summer concerts per neighborhood action plans or grant funded projects
- Assist with event volunteer recruitment, reporting, documentation and recordkeeping
- Provide some day-of-event staff support for events

#### **Publicity**

- Create content for electronic newsletter, newspaper, website, social media; produce flyers, press releases and other publicity and promotion
- Work with SWNI communication specialist to provide graphics design assistance in creating event flyers, postcards, invitations, newspaper ads and posters
- Post event announcements on SWNI website and Facebook
- Prepare mailings and comply with US Postal Service postal nonprofit bulk mailing requirements

## **Event Logistics**

- Assist with management of logistics involved with event planning, including applying for required City of Portland permits, arranging for any needed event or other insurance coverage, etc.
- Assist with financial management at fundraising events per SWNI Financial Management Policy

## **Office Support**

- Answer phones and greet visitors when other staff are not available
- Participate in staff meetings and supervisor check-in to coordinate and prioritize work
- Maintain positive, cooperative relationships with staff and public
- Conduct work responsibilities in a professional manner and inclusive of diverse audiences; must be able to work both independently and on a collaborative team
- Perform other duties as assigned.

## **Required Skills/Qualifications**

- Experience in planning events (all types, all sizes)
- Demonstrated event project management and communication skills internal and external
- An independent, self-motivated, resourceful individual who has the ability to establish rapport with diverse audiences
- Highly organized, ability to focus to complete tasks and meet deadlines, amidst many distractions and interruptions
- Skilled communicator over a range of platforms.
- Skill in project development and implementation.
- Personable, positive and good at maintaining relationships.
- Ability to lift/move 25lbs or more
- Willingness to work a flexible schedule, including frequent evenings or weekends.
- Must submit to background check and have valid driver's license, and insurance.
- Experience and demonstrated skills using Microsoft Word, Excel, and current social media outlets.

## **Desirable Skills/Qualifications**

- Experience developing equity partnerships and events that promote inclusion
- Experience using website content management system or ability and willingness to learn
- Experience with InDesign, Photoshop and Acrobat or ability and willingness to learn
- Reliable transportation