**Job Title:** Engagement Coordinator

**Organization:** Cle Elum Downtown Association

**Reports to:** Executive Director

**Part Time:** 20 hours / week

**Salary:** DOE

**JOB DESCRIPTION:**

The Cle Elum Downtown Association is a nonprofit organization that serves as the primary champion for Downtown Cle Elum business community.

This position works closely with the Executive Director and staff to support the mission of the Cle Elum Downtown Association through marketing, social media management, business and volunteer outreach, and committee work.

This position will be responsible for the marketing outreach, volunteer coordination and program support for the activities and events of the Cle Elum Downtown Association.

As a team member, the Engagement Coordinator will be expected to maintain positive public relations with the CEDA Team, the Board of Directors, business and property owners, and other downtown stakeholders, and the community.

*The mission of the Cle Elum Downtown Association is to connect residents, visitors, and tourists to the downtown, ensuring that we remain a family-friendly small town, and that our history is celebrated. CEDA works with local businesses to strengthen and support economic growth in the downtown core.*

**ENGAGEMENT COORDINATOR DUTIES AND RESPONSIBILITIES**

 **MARKETING**

* Work with team members to create promotional materials for events and outreach activities.
* Maintain active and updated social media platforms and website.
* Work with local news, community organizations and partners to distribute information to co-market the Cle Elum Downtown Association events and projects.
* Engage in the preservation of Cle Elum’s historic downtown through participation with historical committees and organizations to ensure that Cle Elum’s history is celebrated and marketed.

**VOLUNTEER**

* Develop and maintain volunteer connections and information to increase volunteer participation.
* Provide volunteer orientation and ongoing communication with volunteers.
* Maintain updated volunteer database and positive communication with volunteers.
* Coordinate volunteer efforts by developing relationships with other volunteer organizations, develop and maintain volunteer databases, and ensure volunteer appreciation.

**TEAM SUPPORT**

* Actively participate in the planning of CEDA events and projects to ensure that clear marketing and volunteer needs are identified and met.
* Provide onsite and day of support at events and special projects.
* Provide “on the street” support in the distribution of materials and collection of information from businesses and partners.
* Active participation in maintenance, communication, and relationship development between Cle Elum Downtown Association and business community.
* Maintain Maestro database

**REQUIRED QUALIFICATIONS**

1. Understanding of human and heritage assets
2. Strong customer service skills
3. Strong organizational skills and attention to detail
4. Experience with Microsoft Office Suite, Adobe Creative Suite, Canva, Maestro
5. Ability to manage web based website
6. Experienced with social media platforms (ie Facebook and Instagram)
7. Reliable transportation

**PREFERED QUALIFICATIONS**

2-year degree or equivalent relevant experience in public relations, marketing, special events and/or community engagement.

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The physical requirements and work environment described here are representative of those that are typical of this job. While work will be performed typically during a regular Monday – Friday work week, occasional weekend and evening work will be required.

* Frequent talking and listening; regular walking, standing, and sitting (sometimes for extended periods of time); hand and finger dexterity to frequently use computer and phones.
* Occasional reaching, lifting, and carrying using hands and arms.
* A significant “on the street” presence downtown, meeting with businesses, property owners and other stakeholders.
* On-site supervision of event set-up, operation, and clean-up.
* Ability to lift 40lbs.

**APPLICATION PROCESS**

Applications will be accepted and reviewed until the position is filled. The following materials are required to be considered for an interview:

* Complete and current resume
* Letter of application
* 2 professional and 1 community reference

Please submit all application materials to: Jordan Peterson, executivedirector@cleelumdowntown.org