**Job Title: Program Coordinator**

**Organization:** Cle Elum Downtown Association

**Reports to:** Executive Director

**Full Time:** 20 hours / week

**Overtime:** No

**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 to support the mission of the Cle Elum Downtown Association through planning and coordinating program events and special projects. This position includes working with local businesses, volunteers, and committees.

As a team member, the Program Coordinator, will be expected to maintain positive public relations with staff, 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.*

**PROGRAM COORDINATOR DUTIES AND RESPONSIBILITIES**

**EVENTS AND SPECIAL PROJECTS**

* Work with team members to plan annual events and special projects.
* Develop coordination plans for the delivery of events and special projects.
* Provide onsite and day-of-delivery of events and special projects.
* Work with committees aligned with events and special projects.
* Work with Engagement Coordinator to design and promote Downtown events and activities on social media platforms and marketing materials.

**SPECIFIC**

* Help to ensure consistent high-quality events and strong attendance.
* Communicate with appropriate committees, businesses, vendors, participants and team.
* Secure venues, approve floor plans, and seating arrangements.
* Arrange for necessary permits.
* Arrange caterers and alcohol services.
* Other duties as assigned.

**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. Experience in planning events
4. Strong organizational skills and attention to detail
5. Experience with Microsoft Office Suite, Adobe Creative Suite, Canva, Maestro
6. Reliable transportation

**PREFERED QUALIFICATIONS**

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

**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, [jordan@cleelumdowntown.org](about:blank)