

**Jan 16, 2018**

**Employer:** North Park Main Street

**Title:** Events Coordinator

North Park Main Street is seeking an employee to join in our dynamic organization. This is a great opportunity for a professional seeking a career in events planning and marketing. This individual will assist in planning large scale and small scale events.

**Who we are:** NPMS organizes and manages diverse events, programs, and promotional activities to support and promote North Park businesses, including: Taste of North Park, North Park Thursday Market, SDCCU Festival of Arts in North Park, Business Mixers and other small events designed to educate, promote and drive our thriving business district.

This position will require working closely with the Executive Director on various projects and tasks. This is being offered as a part-time position,

**Qualification and Requirements:**

- Strong computer skills and proficiency in MS Office Suite—Word, Outlook, and Excel
- Detail oriented and able to multi-task!
- Professional presence
- Strong communication (oral, writing and presentation) skills
- Excellent writer and possess great oral communication skills
- Highly motivated, energetic and enthusiastic “people person”

**Responsibilities for this Position:**

- Assist with event coordination, production, promotion, and management
- Recruit and coordinate volunteers for all events
- Create a thorough budget for each event
- Create/maintain entertainment data/spreadsheets for events (band contact, vendor information, payments, etc.)
- Attend monthly board meetings and report updates
- Help set up and breakdown day of events (required)
- Manage permits and contracts for events with support from ED
- Work collectively with the Promotions Committee and business owners to identify new marketing strategies, new promotional events
- Help distribute marketing collateral—Posters, flyers and postcards
- Assist with event webpage updates
- Work with graphic designers to promote events through social media and print marketing

- Work with all related event contractors to provide needed services for events
- Co-manage (w/ED) Sponsorships
- Contribute to a friendly, courteous, fun, professional work place!

Interested in joining our team? Please apply to Angela Landsberg at [angela@northparkmainstreet.com](mailto:angela@northparkmainstreet.com) with your resume and cover letter.

**Position Type:** Part-time (30 hours) to develop into full-time.

**Desired Major(s):** Communications, Marketing, Businesses, Non-profit

**Salary:** 15/hr