



About North Park Main Street:

North Park Main Street (NPMS) is a community-driven organization dedicated to enhancing the economic vitality and quality of life in the North Park Business District of San Diego. Through business support, community engagement, and signature events, NPMS fosters a thriving, vibrant neighborhood that attracts residents, visitors, and entrepreneurs alike.

Position Summary – Program Coordinator

The Program Coordinator will provide operational support, program management, and event coordination support to North Park Main Street (NPMS). This position ensures smooth day-to-day operations and effective execution of NPMS programs and initiatives. The Program Coordinator will work closely with the Executive Director, staff, board members, and community stakeholders to maintain organizational efficiency.

Pay Rate: \$22 - \$26 DOE

Schedule: 40 hours M - F

**Schedule will change based on workload, scheduled events, direction from NPMS Director*

Benefits: Health Insurance (Medical, Dental, Vision), 401(k) with 4% match, Phone & Transit Stipend, Paid Time Off (PTO), 15 Company Holidays, Paid Sick Time Off

Job Location: North Park, San Diego 92104 (Onsite to start, hybrid schedule possible after onboarding).

Essential Job Functions & Duties

Administrative Support

- Prepare and distribute NPMS meeting agendas, post them online, and notify the community. Record and publish NPMS meeting minutes.
- Manage and process financial documentation, including checks, contracts invoices, W9s, and receipts, in accordance to NPMS's procedures.
- Assist in scheduling meetings and coordinating logistics.
- Compile reports and presentations as directed.
- Track compliance requirements for North Park's Business Improvement District (BID) and Special Enhancement District (SED) contracts.
- Assist with data gathering and grant reporting as assigned by Executive Director.

Organizational Support

- Maintain organizational equipment (computers, phones, and devices).
- Manage documentation according to NPMS's 5-year retention policy.
- Assist in board elections.
- Track annual training and licensing requirements for staff and board members.
- Develop promotional assets both digital and print to support NPMS communications and events.

Program Management

- Manage requirements to execute the Mid-City GO program.
- Manage PROW program & communications.

Event Support

- Monitor event budgets and provide reports to support Event Leads and Executive Director.
- Support on-site event execution and coordination.
- Assist with planning and implementation of special events as required.

Community Engagement

- Build relationships with key community stakeholders at all levels (local, municipal, and regional).
- Attend public meetings as required.

Qualifications & Skills

- Education: Bachelor’s Degree (or equivalent experience) in Business, Administration, Management, Communications, Marketing, Urban Planning, or a related field.
- Experience: 1 – 3 years of experience in administration, project coordination, event planning, community engagement, or related field.
- Nonprofit Experience: Preferred but not required; familiarity with Business Improvement Districts (BIDs) Maintenance Assessment Districts (MADs) or Main Street America program is a plus.

Key Skills

- Project Management
- Administrative & Operations Support
- Technical & Software Proficiency
- Community Engagement & Outreach
- Marketing & Communications

NPMS Tools

- Microsoft Office Suite
- Asana
- Canva
- Mailchimp
- Meta Business Suite
- WordPress

Application Process & Deadline

To apply for this role, please email info@northparkmainstreet.com with your resume and a cover letter. References are not required, but a plus.

Email subject line should be "Project Coordinator – Your Name". *Applicants that do not follow this step may be rejected.*

Application Process: Two (2) in-person interviews.

Deadline: Rolling Hiring Process

Estimated Timeline

Job Posting: February 27th

*Interviews Start: March 6th

Interview End: March 14th

Start Date: March 24th

*Applications will be reviewed on a rolling basis. Interested applicants are encouraged to apply up to March 10th