

# MAIN STREET WOOSTER, INC.

## JOB DESCRIPTION

**POSITION: PROJECT COORDINATOR**

**REPORTS TO:** EXECUTIVE DIRECTOR

**REQUIRED HOURS:** FULL TIME, INCLUDING SOME EVENINGS AND WEEKENDS (APPROX. 40 HOURS PER WEEK).

**POSITION OVERVIEW:**

THE PROJECT COORDINATOR IS RESPONSIBLE FOR PLANNING AND IMPLEMENTING ALL MAIN STREET WOOSTER EVENTS WITH OVERSIGHT FROM THE EXECUTIVE DIRECTOR AND BOARD OF TRUSTEES. THE PROJECT COORDINATOR WILL PROVIDE DAILY ADMINISTRATIVE SUPPORT TO THE EXECUTIVE DIRECTOR AND BE ASKED TO PERFORM OTHER TASKS AND DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR FROM TIME TO TIME.

**RESPONSIBILITIES & DUTIES:**

**EVENT DUTIES:**

- OVERSIGHT, PLANNING AND IMPLEMENTATION OF ALL MAIN STREET WOOSTER, INC. EVENTS;
- OVERSIGHT AND ADMINISTRATION OF PROMOTION COMMITTEE AND RETAIL EVENTS;
- SUPPORT NON-MAIN STREET WOOSTER EVENTS, HELD IN DOWNTOWN AREA, IN COOPERATION WITH CITY OF WOOSTER IN REGARD TO SAFETY AND QUALITY OF THE EVENT, CLEANUP AND LOGISTICS;
- ORGANIZE VOLUNTEERS FOR THE EVENTS;
- KEEP MINUTES/NOTES OF EVENT PLANNING MEETINGS, EMAILS AND WRITTEN NOTIFICATIONS OF EVENTS TO DOWNTOWN BUSINESSES;
- PHYSICAL LABOR IS OCCASIONALLY REQUIRED, PARTICULARLY RELATED SET-UP AND TEAR-DOWN FOR EVENTS.

**MARKETING DUTIES**

- KEEP WEB SITE AND ALL SOCIAL MEDIA SITES UPDATED AND RELEVANT TO DOWNTOWN WOOSTER ISSUES, EVENTS AND ALERTS;
- MANAGE THE MAIN STREET TEXT NOTIFICATION FEATURE;
- EXECUTE, IMPLEMENT & DISTRIBUTE THE ANNUAL HISTORIC DOWNTOWN WOOSTER SHOPPERS' GUIDE;
- MAINTAIN THE DOWNTOWN MEMBER INFORMATIONAL KIOSK;
- ASSIST WITH ALL MARKETING EFFORTS PLANNED BY THE MARKETING COMMITTEE.

**ADMINISTRATIVE DUTIES:**

- TAKE MINUTES OF MONTHLY BOARD OF TRUSTEES MEETING AND EMAIL AGENDA AND MINUTES TO BOARD OF TRUSTEES ONE WEEK PRIOR TO MONTHLY BOARD MEETING;
- ASSIST WITH PLEDGE BILLINGS, KEEP PLEDGES/CONTRIBUTIONS UPDATED;
- EXECUTE MONTHLY INVOICES, PLEDGES, CONTRIBUTIONS, SPONSORSHIPS;
- PREPARE TAX AND REPORTING FORMS, INCLUDING CONTRIBUTION CONFIRMATION LETTERS AND 1099 INFORMATION RETURNS;
- WORK WITH EXECUTIVE DIRECTOR IN REGARD TO WOOSTER ARTS JAZZ FEST ADMINISTRATIVE DUTIES;
- ASSIST WITH ANNUAL REPORT.

#### ADDITIONAL REQUIREMENTS & AREAS OF KNOWLEDGE

- BE A STRONG ADVOCATE FOR MAIN STREET WOOSTER, INC.;
- RELEVANT EXPERIENCE WITH A NON-PROFIT OR OTHER ORGANIZATION INVOLVED IN ECONOMIC DEVELOPMENT, MARKETING, EVENT PLANNING AND/OR ADVOCACY PREFERRED;
- BACHELOR'S DEGREE OR EQUIVALENT EXPERIENCE PREFERRED;
- VALID DRIVER'S LICENSE;
- PROFICIENT WORKING KNOWLEDGE OF MICROSOFT OFFICE AND OTHER TYPICAL OFFICE SOFTWARE, PROGRAMS, AND DATA BASES;
- STRONG WORK ETHIC AND ORGANIZATIONAL SKILLS;
- BE A CONTACT AND RESOURCE FOR DOWNTOWN BUSINESSES AND THE LOCAL COMMUNITY.