

## **McMINNVILLE DOWNTOWN ASSOCIATION**

### **JOB DESCRIPTION**

**POSITION:** Events and Promotions Coordinator  
**STATUS:** Salaried, Non-exempt  
**REPORTS TO:** Manager  
**HIRING DATE:** Open until filled

The McMinnville Downtown Association (MDA) is looking for a full-time Events and Promotions Coordinator to assist in the planning and execution of events including operations, logistics, budgets and promotions support. This position will report to the MDA Manager. The coordinator will also oversee all MDA events.

#### **REQUIRED SKILLS AND ABILITIES:**

- Highly organized with very effective time management skills
- Must be a collaborative team player who is proactive with great initiative
- Proficient with MS Office Products (Excel, Powerpoint, Word)
- Proficient in Adobe Creative Suite.
- Graphic Design experience using an iMac.
- Excellent interpersonal, oral and written communication skills
- Ability to supervise and manage project teams including staff and volunteers
- Ability to work flexible hours (evenings and weekends)
- Ability to work independently

#### **EXPERIENCE AND EDUCATION:**

- Bachelor's degree from a four-year institution preferred, not required
- Event management experience preferred, not required
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner •
- Strong interpersonal skills; will work closely with others in the organization, as well as with businesses throughout the downtown district
- Ability to stand for 10 or more hours
- Ability to lift 50+ pounds
- 1 – 3 years related experience

#### **Office Management**

- Responsible for all functions relating to daily MDA office operations, including office maintenance, answering phones, assisting walk-in customers and responding to email inquiries.
- Publishing bi-weekly e-newsletter.
- Support for annual meeting and all membership meetings.

#### **Events and Promotions Coordination**

- Chair of Promotions Committee, which includes reporting to the Board of Directors
- Coordinate and staff all MDA events with approval from the Manager.
- Develop timelines and written work plans for each event.
- Work with subcommittees on event details.
- Assist with event budgeting process and stay within budgeted guidelines.
- Book entertainment for Concerts on the Plaza, Farmers Market, Turkey Rama, etc.
- Assist Manager in volunteer recruitment.
- Carry out marketing efforts leading up to each event.

#### **Publications, Website and Social Media**

- Write and distribute bi-weekly e-newsletter, which is edited by the Manager.
- Maintain training with website programmer to maintain the website, including calendar of events, membership, and other website updates.
- Maintain social media sites for MDA and groups within, including Farmers Market and the McMinnville Downtown Wineries.

**Regular Meetings – Required Attendance**

- Marketing Committee – take minutes
- Farmers Market Committee – take minutes
- UFO Committee – take minutes
- Turkey Rama Committee – take minutes
- Organization Committee
- MDA Board Meeting

Salary commensurate with experience

**Benefits**

- Paid time off
- Health insurance not available