



TITLE: Communication and Events Manager

ORGANIZATION: McMinnville Downtown Association (MDA)

COMPENSATION: \$22/hr full time position, non-exempt; 120 hours PTO; seven paid holidays (New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas); optional employer-paid health insurance; IRA eligibility after three years

DEADLINE: Until Filled

COMPANY OVERVIEW

McMinnville Downtown Association's mission is to work to promote and enhance our historic downtown as the economic, social and cultural heart of the community.

DESCRIPTION

The Communication and Events Manager works closely with the Executive Director to oversee the organization's communication strategy with members, property owners, volunteers, and the public. The Communication and Events Manager is also the lead for MDA events, including (but not limited to) the Farmer's Market, UFO Festival, Halloween Trick or Treat, Santa Parade, and member and property owner functions.

WORK ENVIRONMENT

MDA is a small, collaborative office. Staff work closely to implement projects and must nimbly adapt to new circumstances or priorities. This is a full-time 40 hours per week position with evening and occasional weekend work. Event logistics require the ability to lift and carry up to 40 pounds, walk several blocks, climb steps and stand for long periods.

SUPERVISION RECEIVED & EXERCISED

This position works under the direction of the Executive Director and MDA Board on behalf of the stakeholders. This position supervises interns and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure successful execution of all MDA events. Implement and improve event work plans
- Oversee external communication including flyers, social media, newsletter, web, press releases, etc.
- Support outreach and communication with MDA members, property owners, board, and community partners
- Maintain robust volunteer program including recruitment and retention
- Manage approved event budgets, maximizing profits with support of the Executive Director
- Support the Promotions Committee with deliverables, marketing collateral developed by that committee, including social media, posters, signage and website suggestions.
- Audit MDA Website with support from our contracted website manager, Executive Director and Board. Review, update, and maintain information, event details, board member changes, and sponsorships.
- Other duties as assigned



EVENT DUTIES:

- Oversee processing of applications, vendor payments and logistical coordination leading up to and during event days
- Plan execution of each event with support from the Executive Director including volunteer recruitment and coordination, creation and communication of workplan; secure needed elements to ensure success.
- Work with the MDA Promotions Committee and contracted marketing resources to promote each event providing visual needs and messaging.
- Support Farmers Market Contracted Manager to help them with market coordination.

ADMINISTRATION DUTIES:

- Assist with managing the office to ensure efficient office operations; manage reception, supplies, and vendors.
- Work with the Executive Director and Bookkeeper to ensure efficient processing of payables twice per month with online bill pay, track event and membership payments and online orders.
- Manage Gift Card program: process requests, order supplies, check balances, assist with technical issues, set up new merchants.
- Support revenue generation including membership campaign and fundraising activities.
- Support members: monitor communications and act on requests and service delivery, benefits and payment recording, as well as provide excellent customer service.

REQUIREMENTS

- Ability to take initiative, take direction, and self-manage projects to completion.
- Strong organizational skills, ability to work on multiple projects simultaneously balancing and prioritizing deadlines.
- Experience managing and motivating volunteers preferred.
- Tech-savvy with MS Office applications, Dropbox, social media, website content management , Mailchimp, Canva, Adobe products preferred
- Passion for community and love of McMinnville
- A great sense of humor

SKILLS

- Strong attention to detail and organization.
- Strong writing, communication and interpersonal skills.
- Professional attitude and excellent customer service skills.

To apply, send cover letter and resume to doris@downtownmcminnville.com.

No phone calls please.