

Neighborhood business association seeks full time Business District Events Coordinator (BDEC). The BDEC is a full time employee of the Hillcrest Business Association and reports to the Executive Director. The BDEC shall, with the assistance of the HBA team, produce the public events of the organization such as Walk in ART, Taste of Hillcrest, Pride of Hillcrest Block Party, Hillcrest CityFest, and Nightmare on Normal Street. The successful candidate will have experience in the special event industry, working with volunteers, sponsorship procurement, and will have strong written and verbal communications experience. The ability to juggle multiple projects and work well under stressful situations is essential. The BDEC must be able to work with diverse groups and individuals and must be prepared to work outside normal business hours, which will include weekends and evenings. Complete job description can be found on the right sidebar at www.hillcrestbia.org.

To apply send an email to benjamin@hillcrestbia.org with resume and include "BDPA" in the subject line before 5pm on 3/6/2022.

Business District Events Coordinator Job Description

The Events Coordinator is a full time employee of the Hillcrest Business Association (HBA) and reports to the Executive Director. The position implements events for the organization related to marketing and business member relations.

The activities of the program manager fall under these areas:

Event Production:

- Implement the public events of the organization as directed by the Executive Director and with the assistance of organizational staff. Events of the organization include but are not limited to Walk in ART, Taste of Hillcrest, Pride of Hillcrest Block Party, Hillcrest CityFest, Nightmare on Normal Street, The Hillcrest Classic Car Show, Hillcrest Taste and ‘Tinis.
- Manage vendor recruitment, placement, agreement fulfillment.
- Oversee entertainment including contracting, day-of-event management, and performance quality.
- Oversee and event promotions through all appropriate mediums so as to ensure satisfactory attendance and participation.
- Manage all contractors for events including sound, staging, sanitation, power, and all other necessary contracts to ensure successful events.
- Manage and oversee all volunteer solicitation and participation.
- Work with the corporate sponsorship community to secure sponsors to support Hillcrest events.
- Manage event budgets to ensure profitable events that can support the HBA’s charitable causes.

- Engage with the organizational members to create opportunities for them to participate in events and assist them in participating.
- Manage the Special Event Committee of the organization and ensure healthy committee participation.

Required Qualifications:

Bachelors degree, preferably in Marketing, Urban Planning, Public Administration, Event Management, Public Relations, Journalism, or Communications.

Required Skills:

- Excellent written and verbal skills in English and Spanish.
- Experience with nonprofit related CRM software such as Donor Perfect, Neon CRM, or Salsa.
- Experience with website management applications (such as Word Press) and email delivery platforms (such as Constant Contact).
- The ability to work well under deadlines, and manage several projects simultaneously.
- Business district, nonprofit organization experience.

Job Type: Full-time

Salary: \$27/ hour

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing / Walking				X
Climbing / Stooping / Kneeling		X		
Lifting / Pulling / Pushing		X		
Fingering / Grasping / Feeling: Must be able to write, type and use phone system				X