

JOB DESCRIPTION

POSITION Mainstreet Piqua Special Events & Volunteer Coordinator

COMMITMENT 20 HOURS PER WEEK

COMPENSATION HOURLY/\$18

Work closely with the Executive Director on organizing and executing downtown events. Duties include attending committee meetings with volunteers, communicating with vendors, coordinating with local businesses, and managing logistics.

Assist in planning social media campaigns with the Marketing Director.

Attend special events representing Mainstreet Piqua

Assist in the development and writing of newsletters, and communications including blogs, social media, videos, email blasts, press releases etc.

Work with Executive Director to develop event goals and identify opportunities for growth

Help prepare and distribute event marketing materials

Assist with recruiting additional volunteers for event committees and event workers

Perform other duties as assigned by the Executive Director

Requirements:

- Ability to have a flexible work schedule, including some nights and weekends
- Organized and detail-oriented.
- Passionate about the Piqua community.
- Have a can-do attitude and willingness to find answers!

NOTE:

This position will be filled after the search for the Executive Director of Mainstreet Piqua has been completed.