



## EVENT AND VOLUNTEER COORDINATOR POSITION DESCRIPTION

LakewoodAlive is a nonprofit, economic and community development corporation whose mission is to foster and sustain vibrant neighborhoods in the city of Lakewood. Our vision is to ensure Lakewood is a welcoming community that thrives on engaged residents, desirable housing and an entrepreneurial spirit that connect in strong, diverse neighborhoods to maximize quality of life. LakewoodAlive is an Equal Opportunity Employer.

The organization administers a commercial development program with large-scale events, a merchant association, design improvements and promotes historic preservation efforts. The organization also administers a city-wide Housing Outreach Program that works with residents to sustain our historic housing stock while connecting residents to financial and educational resources coupled with volunteer projects. LakewoodAlive supports commercial activities throughout Lakewood and hosts community forums to bring economic and social issues to the forefront. The organization is volunteer-driven with a dedicated and high-performing staff. Learn more at [www.lakewoodalive.org](http://www.lakewoodalive.org).

**REPORTS TO:** Executive Director

### **SUMMARY OF POSITION DESCRIPTION**

The Event and Volunteer Coordinator (40 hours a week) will assist the Executive Director and event committees by coordinating Downtown Lakewood events. The Coordinator will also assist staff with volunteer coordination for LakewoodAlive programs including Housing Outreach. The Coordinator works closely with all staff and the board as events and volunteer needs impact every aspect of the organization's programming. This position is considered a full-time position.

### **PRINCIPAL RESPONSIBILITIES INCLUDE:**

- Coordinate, in concert with senior staff and lead volunteers, event logistics, planning and administration with event committees including but not limited to: Front Porch Concert Series, Summer Meltdown, Spooky Pooch Parade, Chocolate Walk, and Light Up Lakewood
- Volunteer coordination of committees throughout the year and day-of activities
- Work with the executive director to develop work plans and budgets for events
- Coordinate with vendors and suppliers for events
- Work with Housing Outreach Director to support day-of volunteer coordination efforts
- Manage all non-board volunteers to assist with events, projects, and programs for both Downtown Lakewood and Housing Outreach
- Assist the staff with volunteer recognition including the annual volunteer appreciation breakfast

### **QUALIFICATIONS:**

- Excellent written and verbal communication skills
- Preferred 1 year experience in event and volunteer coordination
- Must be extremely well-organized, self-motivated, able to work independently and collaboratively, creative and proactive
- Ability to interact with and motivate volunteers
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Strong computer skills including Microsoft Office
- Ability to work flexible schedule including evenings and weekends
- High level interpersonal skills, including tact and diplomacy
- Ability to coordinate and oversee numerous projects simultaneously
- Local travel and some out-of-town travel required

### **COMPENSATION**

- Annual salary range \$30,000 - \$33,000 / paid sick, vacation, and holidays / 403B Account

Please send resume and a cover letter no later than 5:00 p.m. March 14, 2018 to:

Ian Andrews  
Executive Director  
LakewoodAlive  
14701 Detroit Avenue #LL10  
Lakewood, OH 44107

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