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<th>Approved/Revised</th>
<th>August 2023</th>
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<tbody>
<tr>
<td>Title of Position</td>
<td>LH Programs &amp; Events Coordinator</td>
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<tr>
<td>Organization</td>
<td>Duwamish Longhouse &amp; Cultural Center</td>
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<td>Reports to</td>
<td>Reports to Director</td>
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<tr>
<td>Located at</td>
<td>4705 West Marginal Way SW, Seattle, WA 98106</td>
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<td>Guidelines</td>
<td>Duties guided by DTS Personnel Policies</td>
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<td>Work week:</td>
<td>Primary: Tuesday to Saturday, 9 am to 5 pm. Optional - Flexibility required to attend meetings, weekend and evening events and rentals as needed.</td>
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<td>Hours &amp; Wage</td>
<td>30 to 40 hours/wk: $23 -$28/hour Paid sick leave: 1 hour per week worked</td>
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**Overview**

Responsible for coordination, implementation, and increase of revenue generating programs, including but not limited to community events, partnerships, and educational opportunities such as public events, cultural and educational tours, workshops, intended to satisfy public use facility requirements and engagement opportunities for tribal members, the general public and community partners which is the core function and is essential to the mission of the Duwamish Tribe and programming at the DLCC.

**Duties and Responsibilities**

1. Facilitate & Assist Tours and Rentals: Improve and Create relevant up to date, visible informational materials for social services, tours, rentals of building for rental inquiries, respond to telephone, web, distribute by email, mailers or delivery to area businesses to promote growth and expand the rental and tour programs of the DLCC by utilizing multiple methods of advertising through social media, networking and internal processes, such as flyers, posters, banners, handouts and brochures.

   Work as a team to successfully follow and support the internal process and procedures for scheduled events, rentals, and tours.

   Engage in customer support by offering brief explanations about current events, exhibit space and self-guided tours.

   Public events/ Education / Exhibits:— coordinate internally and externally by creating and maintaining community partnerships to plan and execute monthly educational, cultural and outreach public use events including the annual Gala Fundraiser.

   Gala Outreach Coordinator - Working with the Director and staff to coordinate, plan and execute DTS’s annual fundraising benefit by networking to procure auction items & corporate sponsorships. Coordinate monthly gala committee meetings with staff and gala committee volunteers to achieve a successful execution of the gala event. Coordinate ticket sales, refunds, invitations, save the dates, thanks you and post event meetings. All staff will assist in the annual Gala.

2. Social Media & Communications:
   Assist in advertising for all events by external networks established by DTS. Collaboration creation of flyers, posting to website, outlook calendar, tribal member only networks & social media pages. Send out communications for events, rentals, tours, and tribal news updates through all forms of social media and networking tools available to DTS including memberships of Seattle Chambers of Commerce, and magazine, and print media.

   Assist in accurate, timely graphic designs for flyers, signage and other events or programs as needed.

3. **Communications**: Monitors and responds to email, texts, web -posts and phone messages in a timely manner.

   Works and communicates with all staff, guests, contractors’ vendors, and volunteers. Positively and effectively communicates the mission of our programs that support the Duwamish Tribe and DLCC.

4. Records: Organize, maintain accurate and complete records for visitors, events, rentals, and tours. Reporting records management, filing for annual public use report.
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<th>Qualifications and Preferred Skills</th>
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<td><strong>Tribal history:</strong> Desire working knowledge of the history of the Duwamish Indian Tribe and other local tribes.</td>
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<td><strong>Supervisory controls:</strong> The Director will provide administrative direction with assignments in broadly defined terms. Employee has responsibility for planning, designating, and carrying out work independently.</td>
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<td><strong>Physical:</strong> Requires some physical exertion such as long periods of standing, walking, reaching and lifting of moderately heavy items and boxes. Must be able to lift and carry 30 pounds.</td>
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<td><strong>Complexity:</strong> The work consists of broad range of multifaceted activities, functions, processes for Duwamish Members, intertribal activities, public activities, and events.</td>
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<td><strong>Personal contacts:</strong> Personal contacts are with Duwamish Tribal Members, other tribes, high-ranking officials, the general public, donors &amp; sponsors, volunteers, educational and granting groups, financial and utility organizations, contractors and vendors are required. This position requires a level of confidence and expertise communicating by email, mail and speaking through networking techniques to assist the Duwamish in reaching their fundraising and outreach goals.</td>
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<td><strong>Work environment:</strong> Work will generally be performed inside and outside the Longhouse with some travel to and from meetings.</td>
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<th>Employee’s Name</th>
<th>Employee’s Signature</th>
<th>Date</th>
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