



Event & Community Relations Manager

DESCRIPTION

Walnut Creek Downtown (WCD), a 501(c)6 non-profit business association, is seeking an energetic, creative, and well-organized Event & Community Relations Manager to join our team. The position's primary role will be to orchestrate WCD events/programs including, but not limited to:

- WC First Wednesdays
- Annual Membership Event
- WC Uncorked
- Oktoberfest
- Trick-or-Treat
- Holiday Stroll
- and miscellaneous programs/projects as assigned

Common event components include entertainment, vendor registration, ticket sales, beverage sales (beer/wine), marketing, setup/breakdown logistics, permits & fees, staffing/volunteer management, rentals, and budgeting. In addition to event management, the Event & Community Relations Manager will also assist our organization with community involvement and outreach as needed.

RESPONSIBILITIES

- Create a timeline for each event and ensure deliverables are met by the given deadlines. Delegate tasks to WCD staff as needed (marketing, sponsorships, administrative, etc.).
- Oversee set-up and manage vendor registration forms/software for each event.
- Manage event budgets including vendor payments, ticket sale revenue, sponsorship funds received and all expenses.
- Schedule and organize payment for additional contracted staff, as needed.
- Sign-up/manage volunteers needed for each event. Provide job descriptions and shift assignments to all volunteers and staff.
- Create site plans and/or maps for event layouts, vendor booth locations, etc.
- Act as WCD liaison for any community partner events (events that are co-produced by WCD and another organization), and for any community programs as assigned by the Executive Director (E.g., Windows of Walnut Creek, Painted Pianos, etc.).
- Keep clear financial records of all income and expenses for each event/program. Submit event financial report to Executive Director within 7-10 days of event completion.
- Assist with business outreach, introduce potential sponsors to directors, welcome associate members and new businesses to the Business Improvement District (BID), and support the Executive Director with requests from businesses, as needed.
- Assist the Executive Director with outreach and meetings important to the development of the BID.
- Co-manage the WC Together merchandise sales and work with the WCD Admin to fulfill sales orders. Plan pop-up shop events, boost sales via bulk orders to community partners

Lead and collaborate with our members, partners and community to promote and enhance downtown Walnut Creek.

925.933.6778 voice 925.935.7291 fax 1630 N. Main St. #288 Walnut Creek, CA 94596
walnutcreekdowntown.com



and businesses, selling at Farmers' markets, and include a merchandise booth at WCD events.

SKILLS / REQUIREMENTS:

- Associate degree (Certificate in Event Planning or similar field is preferred) or bachelor's degree is a strong plus
- Minimum 2-3 years of large-scale event planning (at least 1500+ attendees during a single event)
- Excellent communication and decision-making skills. We are looking for a pro-active, self-starter that can make decisions on behalf of the WCD team
- Proficient with computer and Microsoft Office programs. Willing to learn new software/programs for event management
- Excellent organization and record keeping skills
- Punctual and able to meet deadlines
- Ability to move/lift up to 25 pounds
- Must have a reliable means of transportation and a clean driving record
- Must be available to work occasional night/weekends for scheduled events, but should otherwise be available during normal business hours on non-event
- Must be a people person and do well under pressure in crowded settings

BENEFITS & COMPENSATION

- Full-time salaried position - \$62,000/year
- Medical and dental benefits
- Retirement savings plan
- Paid Time Off

To apply, please send your resume to ashley@walnutcreekdowntown.com and answer the following questions in the body of your email:

1. We must fill this position urgently. Can you start immediately?
2. What level of education have you completed?
3. Have you coordinated in-person events with 1500+ attendees?
4. How many years of Event Planning/Management experience do you currently have?