



EVENT AND PROGRAM COORDINATOR

Downtown Lynchburg Association

Downtown Lynchburg Association (DLA) is a 501c3 non-profit organization that strives to create a strong, vibrant, and welcoming downtown with a unique and historic character. For almost twenty-five years, DLA has worked to sustain and develop downtown as a vital economic, cultural, recreational, residential, and historic center for our community. Through marketing initiatives, public space improvements, business engagement programs, cultural events, and more, DLA works to revitalize Downtown Lynchburg for the benefit of the entire community.

We are looking for a new team member to help us do what we do. The Event and Program Coordinator position will plan, lead, and execute all events, placemaking projects, and other special programs for DLA – including Get Downtown, Fireworks at Riverfront Park, Movies in the Park, public art projects, and more.

The most important characteristic of this person is a love of downtown Lynchburg and a true passion for our community as a whole. Our job is to create a better downtown so that the entire city can thrive.

This is a full-time position, answering to the DLA Executive Director. The position offers PTO and flexible work schedule. We do not offer medical benefits at this time.

Principle duties of the position include:

- Creation, execution, and oversight of all downtown events and placemaking projects.
- Manage the DLA volunteer and internship program
- Oversee communication efforts around downtown construction projects
- Assist team with business outreach (in coordination with DLA team)
- Assist with the Downtown Lynchburg Gift Card Program
- Assist with annual work plan creation

Experience and Education Requirements

- Bachelor's degree from a four-year institution
- 3+ years related experience in event management and/or project management

Required Skills and Abilities

- Love of Downtown Lynchburg
- Ability to effectively plan and execute large-scale events
- Proven ability to plan, manage, and execute projects
- Ability to supervise and manage project teams and volunteers
- Highly organized with effective time management skills

- Extremely attentive to detail
- Excellent interpersonal, oral, and written communication skills
- Ability to think creatively and to problem solve
- Willingness to work occasional nights and weekends as needed
- Proficient with MS Office Products (Word, Excel, PowerPoint) and Apple operating systems
- Ability to adapt well to new technology
- Ability to work independently and to manage multiple projects simultaneously
- Valid driver's license, personal transportation

SALARY

\$42,000 - \$50,000 a year

JOB TYPE

Full-time

HOW TO APPLY

Submit resume, cover letter, and references by March 23 to ashley@downtownlynchburg.com. No applications will be accepted without all three components. No calls, please.

Learn more about Downtown Lynchburg Association at <https://downtownlynchburg.com/>.