

OFFICE COORDINATOR

Full-Time Position (Hourly)

Downtown Vacaville (Downtown Vacaville Business Improvement District) is seeking an Office Coordinator to provide general office administration to Downtown Vacaville. The Office Coordinator plays a key role in helping the office balance organization, communication, and assist in coordinating meetings and events. Along with office coordination there are important out of office needs working with Downtown merchants, engaging the community at events, and generally promoting Downtown Vacaville as an exciting, unique and vibrant place to live, work, shop and visit.

Downtown Vacaville mission is to activate Downtown Vacaville. Formed in 1992 as a merchant association, the organization has earned much of its notoriety by producing some of Vacaville's most celebrated events: The Saturday Farmers' Market, annual wine strolls and music festivals, Oktoberfest celebration, Halloween Stroll, and Holiday festivities bring thousands of locals and visitors into the district every year to shop, dine and play. Downtown Vacaville currently represents 450+ businesses across many industries. We work in close collaboration with the city, businesses, property owners, and the community to advance common goals and concerns.

Job duties include, but are not limited to:

BID MEMBER-BUSINESS SUPPORT:

- Answer phones, provide admin assistance as needed (mailings, records, filing, office upkeep, etc.)
- Develop social media posts and campaigns designed to promote Downtown Businesses.
- Coordinate Downtown Vacaville BID membership meetings, topic/theme development, agendas, venue and sponsor coordination, correspondence with speakers, decoration, etc.
- Accompany ED on Business Retention Walks, BID Member-Business Interface
- Provide administrative and meeting support for the Board of Directors and Committees
- Update and maintain directories: BID Membership, Web Directory, Sponsors, Available Properties
- Maintain and update online member toolkit.

EVENTS SUPPORT:

- Helping coordinate events from earliest stages through implementation.
- Staff committee meetings as needed, (preparing agendas, scheduling, taking notes and managing committee correspondence).
- Prepare event timeline, site plan, budget, assist with filing required permits from City, County, State.
- Schedule vendors, equipment and resources (Stages, Bands, Crafts, Food, Security, Merch, etc.)
- Develop social media posts and campaigns designed to promote special events.
- Track ticket sales, guest lists, document event attendance.
- Maintain contact directories: Volunteers, Vendors, Entertainers, Sponsors.
- Nurture corporate sponsors, committee members and volunteers.
- Assist with underwriting, media sponsorships, in-kind donations, and auction items.
- Assist with event setup, manage volunteers, vendors, beer concession sales, breakdown.

- Prepare post-event summary reports.

Other job duties as occasionally assigned by the Executive Director

PREFERRED QUALIFICATIONS:

- Undergraduate Degree in a related field and/or 3+ years of professional experience in office coordination and/or event planning.
- Extremely organized, efficient, detail-oriented and successful at meeting deadlines
- Excellent writing and verbal communication skills.
- Experience recruiting, training, delegating volunteers.
- Proven ability to multi-task with multiple projects/events at one time.
- Team player with a passion for small businesses, events, community-building, promotions and creative problem solving.
- Strong G-Suite and spreadsheet skills, Wordpress, Graphic Design, Database, social media savvy.
- Able to flex hours to work night & weekend meetings/events.
- Retail/Sales/Marketing/Small Business experience is a plus.

SALARY: \$22-24/hour (\$45,000-50,000/year) Depending on Experience (DOE) plus health benefits, paid holidays, paid vacation, overtime, sick leave.

Send one-page letter of interest and resume to Downtown Vacaville BID, 313 Parker Street, Vacaville, CA 95688 or Info@DowntownVacaville.com.

START DATE: Immediately