



## Event & Volunteer Coordinator

The Event Coordinator is responsible for implementing event and volunteer opportunities to engage our residents, businesses, and community partners, and to support and promote activities happening in our downtown. The ideal candidate will be passionate and enjoy working to grow both established programs and relationships and build new ones.

### Responsibilities

- Assist in planning and overseeing the successful implementation of the organization's events. Work in collaboration with the event committees to develop an event workplan, budget, fundraising strategies, sponsorship materials, and manage event logistics. Collect data, analyze impact, and report results.
- Partner with board and committees to create and execute the annual sponsorship plan, including engaging sponsors and managing relationships with sponsoring organizations.
- Assist in planning and implementing organization's communication strategy utilizing social media, newsletters, flyers, promotional materials, etc.
- Work with the Executive Director and Board to identify and attend external events beneficial to networking with potential programming, community, and business partners and to facilitate relationships with existing partners, including promotion and participation in other community events located in our Downtown.
- Work with the Executive Director and Board to build and manage a volunteer program for the organization to engage our residents, businesses, and community partners in our work and to provide opportunities for them to experience deeper connections to our mission and the downtown through volunteerism.
- Determine volunteer needs and roles for each event. Promote, recruit and manage volunteers. Provide orientation, training, and support as necessary before, during and after the event.
- Plan and implement volunteer recognition activities to recognize the contribution of volunteers
- Maintain volunteer calendar, database and needs. Complete volunteer report summaries and project status.
- Assist with the administrative aspects of the Main Street program, including but not limited to purchasing, recordkeeping, accounting and reporting.
- Other duties as assigned

### Qualifications

- Minimum of two years of demonstrated success in marketing, event planning, corporate relationships, volunteer management, or a related field
- Bachelor's Degree in marketing, business, communications, non-profit administration or related field preferred
- Experience with event planning and volunteers is required, non-profit experience a plus
- Ability to represent Discover Downtown Westbrook with enthusiasm, professionalism, and results

### Skills:

- Strong project management skills, including the ability to manage multiple projects, prioritize tasks, and work creatively within budget
- Strong organization skills, attention to detail, effective time management, and a willingness to learn and adapt
- Excellent people and communication skills
- Experience working with volunteers and volunteer management
- Ability to work well with a team and work collaboratively to ensure goals are met
- Proficiency with Google Office products. Experience with Canva, Doodle, Eventbrite etc, a plus.
- Someone who is motivated, results-oriented, resourceful, and creative with a positive attitude desirable

Hours and benefits: This position is envisioned as part-time of 20 hours/week at \$18+/hour with growth potential. A set schedule, including office hours, will be discussed and determined. Core hours to occur during standard hours Monday – Friday between 8am and 5pm, plus evenings, weekends, and early mornings, including all day as necessary for events.

If interested, please send a resume and cover letter [info@downtownwestbrook.com](mailto:info@downtownwestbrook.com)

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