



Job Title: Special Event Coordinator
Reports To: Executive Director
Closing Date: December 20, 2024
Position Starts: Immediately

Job Description

The position of Special Event Coordinator (SEC) is responsible for planning, acquiring sponsorships, and management of all promotional events produced by the Downtown Management District (DMD). The SEC works closely in cooperation with the Executive Director and DMD team members to deliver high quality, engaging, professionally executed, fun events and promotions.

Duties & Responsibilities

- Development, management and on-site execution of DMD promotions and events, both large and small, using planning skills, sponsor acquisition, budgeting, a strong attention to detail, creativity, problem solving skills, logistics organization with a positive and assertive personality. All events are a team effort, but you are the logistics master.
- Event Coordination includes but not limited to:
 - o Design of logo and promotional materials in collaboration with Marketing Manager.
 - o Sponsorship solicitations and fulfillment of sponsor needs.
 - o Event concept and budget creation/management.
 - o Scouting and evaluating locations. Detailed site plan preparation, design of layout and signage.
 - o Solicitation and communication with participating or impacted businesses.
 - o Acquisition and coordination with vendors.
 - o Coordinate with staff to be in compliance with all permitting and ordinance requirements, including permits, licenses and insurance.
 - o Develop a volunteer and staffing plan for event implementation.
- On-site Event Management includes but not limited to:
 - o Work with event team and vendors/partners/businesses to ensure property set-up, tear-down and in-progress operations and make for a smooth, successful event.
 - o Recognize and address potential problems so they do not disrupt the overall experience.
 - o Manage event so sponsors and attendees enjoy a high-quality event that meets expectations.
- Event follow up includes but not limited to:
 - o Work with Executive Director on After-Action Review including post program financial review, sponsor and board reports, and ideas to improve the event.
 - o Work with staff to coordinate billing and receipts.
- Liaison with other event producers and offer assistance to improve the quality of their downtown events.
- Establish a volunteer acquisition, training and development program to support DMD events.
- Prepare reports and presentations for DMD Committee and Board Meetings.
- Other duties as assigned.

Qualifications

- Bachelor's Degree in a related field
- Proficiency in Microsoft Office programs, Canva and Adobe and/or other design applications
- 1-2 years event planning experience
- 1-2 years fundraising experience
- Ability to manage multiple, ever-changing priorities, personalities and deadlines
- Customer Service Experience
- Marketing/Design/Social Media Experience
- Able to establish and maintain effective working relationships

Preferred Skills

- Bilingual (English/Spanish)
- Excellent writing skills (English/Spanish)
- Passion for Downtown El Paso, urban experiences and small businesses

Compensation

- Hourly Pay Range: \$16.34 to \$26.44
- Flexible scheduling with average 40 hours a week depending on events. Some evenings and weekends are required.
- Health Insurance: DMD pays approximately 75% of the monthly individual premium provided by the DMD identified carrier. Employee pays 25% of the monthly individual premium and 100% of any additional chosen dependent coverage.
- Paid vacation
- Paid parking

Current DMD Events & Promotions

- Downtown Barstool Open
- Downtown Tasting Tour
- Downtown Networking
- Coffee Lovers Market (New)
- Downtown Restaurant Week
- Employee Appreciation Day
- Downtown Salsa Competition
- Downtown Fiesta Latina

To Apply:

Submit your resume and completed DMD Application for Employment to Joe Gudenrath at jgudenrath@elpasodmd.org. The initial deadline to apply for this position is Friday, December 20, 2024. The DMD Application for Employment can be found at DowntownElPaso.com under "About DMD" – "Job Opportunities".