



## **EVENT AND VOLUNTEER COORDINATOR POSITION DESCRIPTION**

LakewoodAlive is a nonprofit, economic and community development corporation whose mission is to foster and sustain vibrant neighborhoods in the city of Lakewood. Our vision is to ensure Lakewood is a welcoming community that thrives on engaged residents, desirable housing and an entrepreneurial spirit that connect in strong, diverse neighborhoods to maximize quality of life. LakewoodAlive is an Equal Opportunity Employer.

The organization administers a commercial development program with large scale events, a merchant association, design improvements and promotes historic preservation efforts. The organization also administers a city-wide Housing Outreach Program that works with residents to sustain our historic housing stock while connecting residents to financial and educational resources coupled with volunteer projects. LakewoodAlive supports commercial activities throughout Lakewood and hosts community forums to bring economic and social issues to the forefront. The organization is volunteer-driven with a dedicated and high performing staff. Learn more at [www.lakewoodalive.com](http://www.lakewoodalive.com).

**REPORTS TO:** Executive Director

### **SUMMARY OF POSITION DESCRIPTION**

The Event and Volunteer Coordinator is responsible for executing all Downtown Lakewood events. The Coordinator is also responsible for overseeing volunteer outreach, recruitment, retention, and organization for LakewoodAlive. The Coordinator works closely with all staff and the board as events and volunteer needs impact every aspect of the organization's programming. Bachelor's degree required with at least 3 years experience in event and volunteer coordination.

### **PRINCIPAL RESPONSIBILITIES INCLUDE:**

- Serve as staff point person for all events while providing administrative support to event committees including but not limited to: Front Porch Concert Series, Summer Meltdown, Wine and Craft Beer Festival, Spooky Pooch Parade, Chocolate Walk, and Light Up Lakewood
- Volunteer coordination for committees throughout the year and day-of activities
- Work with Marketing and Development Manager for targeted sponsorships and marketing materials
- Develop work plans and budgets for events and special functions
- Support the Downtown Lakewood Business Alliance merchant association
- Coordinate with vendors and suppliers
- Develop comprehensive volunteer engagement program
- Manage all non-board volunteers to assist with events, projects, and programs for both Downtown Lakewood and Housing Outreach
- Recruit, retain, and recognize volunteers

### **Qualifications:**

- Excellent written and verbal communication skills
- Bachelor's Degree with at least 3 years experience in event and volunteer coordination preferred
- Must be extremely well-organized, self-motivated, able to work independently and collaboratively, creative and pro-active
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Strong computer skills including Microsoft Office
- Documented experience with nonprofit event and volunteer coordination
- Ability to work flexible schedule including evenings and weekends
- High level interpersonal skills, including tact and diplomacy
- Ability to coordinate and oversee numerous projects simultaneously
- Local travel and some out-of-town travel required

Please send resumes and a cover letter, along with your current or desired salary range, to:

Ian Andrews  
Executive Director  
LakewoodAlive  
14701 Detroit Avenue #LL10  
Lakewood, OH 44107

e-mail: [iandrews@lakewoodalive.com](mailto:iandrews@lakewoodalive.com)

**Cover letters and resumes due by 5:00 p.m. March 3, 2016**  
**NO phone calls please**

Visit [lakewoodalive.com](http://lakewoodalive.com) for more information.