



Event and Small Business Coordinator Position Description

LakewoodAlive is a community-centered nonprofit organization whose mission is to foster and sustain vibrant and welcoming neighborhoods. 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 city-wide commercial development program with large scale events, small business associations, design improvements and promotes historic preservation efforts. The organization also offers 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, ensuring healthy and safe housing for all. Learn more about the organization at lakewoodalive.org.

Reports to: Executive Director

Summary of Position:

The Event and Small Business Coordinator will be responsible for assisting with our large-scale events, the Small Business Support Program and helping with the Volunteer Project Program. The position is a full-time, 40-hour per week position with occasional nights and weekend including on-site coordination at events and volunteer projects.

Principal Responsibilities:

- Special Event Support
 - Working with the Internal Event Team to execute an annual slate of events including the Front Porch Concert Series, Summer Meltdown, Spooky Pooch Parade, Chocolate Walk, Light Up Lakewood and Loving Lakewood.
 - Contacting vendors and stakeholders while coordinating logistics and supporting the goals and visions for each event.
- Small Business Support
 - Initiate contact with small businesses city-wide with in-person visits, collecting contact information and helping to connect them to available resources.
 - Support with small business communication and meeting logistics.
 - Manage citywide available properties map and database by contacting property owners and real estate brokers/agents to connect businesses seeking space leading to increased economic development.
 - Work with the Small Business Committee to further develop a suite of services that can be provided in collaboration with City and civic partners.
- Volunteer Support
 - Coordinate volunteers to support event needs including committees and day-of activities.
 - Support Housing Outreach projects with volunteer recruitment and coordination.
- Other duties as assigned

Qualifications:

- Must be extremely well-organized, self-motivated, able to work independently, collaboratively, creatively and proactively
- Excellent written and verbal communication skills
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Ability to work a flexible schedule including occasional evenings and weekends
- Strong interpersonal skills with the ability to interact and engage with people from all walks of life
- Have the capacity to coordinate and oversee numerous projects simultaneously

Compensation: Annual salary range \$37,000 - \$40,000 / paid sick, vacation and holidays including week off at end of December / access to Health Reimbursement Arrangement (HRA) for medical expenses and premiums / 403B retirement account

Please email a cover letter and resume, directed to Ian Andrews, by 5:00 p.m. on January 20, 2023 to aschreck@lakewoodalive.org.