

Event Coordinator

The Bryn Mawr Neighborhood Association is seeking a part time independent contractor to fill the role of Event Coordinator. Tasks primarily include event budgeting, planning, organization, publicity, execution and reporting.

We anticipate these tasks will require 20-25 hours/mo average over a year, with some months requiring more and some less depending on the event calendar.

Goals:

- Increase the visibility of neighborhood events.
- Increase the attendance of neighborhood events.
- Manage and control costs of neighborhood events.

Duties:

1. Administrative:

- Property management: storage and inventory management of items primarily related to events.
- Reporting: monthly reports to Board of activities and status

2. Communications:

- Post notices and information to electronic mailing lists and forums
- Create and distribute event related material
- Provide notices and articles for the neighborhood monthly newspaper or elsewhere where appropriate to the event

3. Events:

- Document planning and execution procedures for each event.
- Manage logistics and arrangements for all events.
- Provide project management, manage budget, purchases, setup, teardown.
- Determine appropriate advertising and promotion for events

Events include:

- Annual member meeting and dinner (May)
- Neighborhood multi-garage sales (May)
- Ice Cream Social (July)
- Sip 'n' Stroll (October)
- Harvest Dinner (November)
- Saturnalia (December)
- Garden Tour (alternate years in July)/Possible Art Fair alternating years with Garden Tour

Required and Preferred experience, skills, and abilities:

Required: Project or event planning, project management, and team leadership skills.

Required: Written communication skills for posting notices and information, writing articles with some graphic layout experience

Required: Strong attention to detail

Required: Good financial management skills

Required: Strong proficiency in Microsoft Office applications, especially Word and Excel. Strong proficiency and knowledge of electronic mail. Some proficiency in PDF documents and basic graphics editing and composition.

Preferred: Experience in neighborhood association management or staffing or nonprofit organization management

Work samples from previous engagements may be requested.

Compensation:

Fixed monthly payment against invoice at agreed-upon amount which is dependent on experience and ability. Performance will be measured against timely and high-quality accomplishment of well-defined list of agreed upon responsibilities and tasks.

Inquiries can be submitted to president@bmna.org