

Greenswell Events has an immediate opportunity available for a professional, part-time **Community & Program Coordinator** to help support our growing event management and foundation initiatives. As the Community & Program Coordinator, your community outreach, event promotion and programming, and volunteer engagement efforts will allow us to strengthen and grow community partnerships. The coordinator must be an experienced triathlete and runner/walker and has working knowledge of these sports. The Coordinator will also support corporate sponsorship and activation programs.

Responsibilities Include:

- Marketing and community outreach coordinator
- Improve community awareness & engagement efforts
- Develop, market and support corporate and community activities around our events
- Maintain and improve volunteer database and tracking system
- Deepen relationships with partner non-profits, and other local non-profits
- Oversee development, execution, management, marketing of training programs and organizations
- Oversee athlete programs, training and development efforts
- Support volunteer recruiting and volunteer organization relationship efforts

Skills/Characteristics

- Self-Motivated, can work independently
- Team work, supports team-oriented culture
- Creative and critical thinking
- Communications/ Public Speaking
- Computer Skills, experience with MS Office products, including MS Visio
- Strong Organizational Skills
- Database Management
- Project Management
- Volunteer or group facilitation

Qualifications:

Qualified individuals need the ability to work independently and with a team. Must work across team structure to facilitate communication. Experience with data entry, excellent verbal and written communication skills, ability to multitask and prioritize tasks, and knowledge of social media tools. Event management experience and public speaking confidence preferred. Familiarity with Franklin and Delaware County area business and volunteer agencies. Demonstrated ability and willingness to work weekend hours.

Job Type: Part-time, must be able to commit to average 15-18 hrs/week year around; peak hours during April – October.

Compensation: Base rate; commission and event profit share opportunities