



## Program & Events Coordinator – Midtown Indy

Position: Full-Time. Salary commensurate with experience.

### About Us:

Midtown Indy is a 501(c)(3) nonprofit community service organization committed to **cultivating an equitable, healthy, and sustainable community in which stakeholders of all incomes, races, and ethnicities have access to the opportunities, services, and amenities they need to thrive.** We bring individuals, neighborhood associations, businesses and cultural organizations together to encourage collaborative initiatives that result in a more equitable, healthy, and sustainable district.

### About the Position:

The Program & Events Coordinator is a key member of the Midtown Indy team and works collaboratively with a broad base of partner organizations and Midtown area stakeholders. This position provides vital program and operational support including: communication, public engagement, event planning, business development, and core office operations in fulfillment of the mission of Midtown Indy. Reports to Executive Director and Program and Engagement Manager.

### Requirements, Skills, and Qualifications:

- Bachelor's degree in urban planning, political science, communications, journalism, marketing or another related field.
- Minimum of 2 years of post-graduate professional experience in marketing, community engagement, urban planning, and/or communications. Strong background/experience in event planning and management;
- Working knowledge of Microsoft Office Suite, WordPress, and Constant Contact;
- Professional social media proficiency;
- Demonstrated project and time management skills;
- Excellent written and verbal communications skills; proficient with AP Style
- Demonstrated ability to work independently, multi-task, and meet tight deadlines;
- Proficiency with Quickbooks and/or eTapestry (Or similar donor/record management software), preferred;
- A clear understanding and passion for the mission of Midtown Indy.

**To Apply: Send both a (1) résumé and (2) cover letter in one combined PDF document. Submit by email only to [info@midtownindy.org](mailto:info@midtownindy.org). Subject: Program & Events Coordinator.**

**Apply on or before September 15<sup>th</sup>, 2021. Position Open Until Filled.** Cover letter should highlight only specific experience, skills, qualifications, and fit for the position as described.

Address Cover Letter to Attention of: Michael McKillip – Executive Director  
Midtown Indy  
3965 N. Meridian St. Suite G  
Indianapolis, IN 46208

Learn More at [www.midtownindy.org](http://www.midtownindy.org)

---

Activate.

Connect.

Advocate.

Revitalize.



# MIDTOWN INDY

## Program and Event Coordinator

### Responsibilities Include:

#### Community Builder & Event Support:

- Cultivate and maintain community based relationships with stakeholders in all assigned Midtown program and project service areas;
- Recruit and manage volunteers, as needed;
- Plan and coordinate assigned programs and events by identifying, assembling, and coordinating requirements, establish contacts, develop schedules, manage assignments, and provide effective communication;
- Maintain and communicate all agency event/meeting calendars;
- Attend, provide staff support, and maintain records for all assigned, Board, event, and community meetings.

#### Organizational Support:

- Professionally represent the organization in all internal and external meetings and communications;
- Cultivate knowledge and networks by participating in educational opportunities; reading professional & news publications, maintaining professional networks, and participating in mission related efforts by others;
- Accomplish goals by accepting ownership for completing assignments with a focus on product quality, customer service, and timely/effective communication;
- In all work produced, demonstrate a commitment to the mission and goals of Midtown, Inc., its programs, services, and events;
- Maintain schedule flexibility as needed and regularly coordinate with Executive Director to balance weekday work requirements with evening and weekend programs;
- Advocate for, policy, program, and process improvements wherever they can be made.

#### Communications Support:

- Create, edit, and publish content for the organization's print publications, email newsletters, Web site, social media accounts, and assigned programming events;
- Prepare and present PowerPoint and other forms of promotional presentations;
- Participate in assigned program and organizational meetings.
- Keep all program collateral materials inventory for assigned programs and project current by coordinating requirements with outside vendors, volunteers, and the Executive Director. Place orders as needed;

#### Administrative Support:

- Maintain new and existing donor records from all sources using eTapestry;
- Gift entry, gift acknowledgement generation and distribution;
- Maintain a calendar for funder application and reporting requirements, per grant guidelines;
- Manage "Midtown Investor" series account renewals, invoices, and acknowledgements;
- Provide scheduling support for the Executive Director and assigned programs;
- Establish and maintain regular office hours at Midtown's office;
- Answer/return phone, voicemail, U.S. mail, email, web and other inquiries in timely manner;
- Maintain Midtown's filing systems including both paper and electronic.