



Mansfield Downtown Partnership, Inc.

JOB CLASSIFICATION DESCRIPTION	
Job Title: Event Coordinator	Grade:
FLSA Status: Exempt	EEO Category: Professional
Job Classification Designation: Classified	

Job Summary: This job is responsible for event planning and administrative support work for the Mansfield Downtown Partnership, Inc. Responsibilities include planning and coordinating Partnership sponsored community events; managing volunteers; and providing administrative and clerical support to the Executive Director.

Supervision Received: Works under the general direction of the Partnership’s Executive Director.

Supervision Exercised: May lead technical and clerical staff as assigned.

Examples of Essential Duties:

- Plans and manages special annual events including the Celebrate Mansfield Festival, Trick or Treat, Winter Welcome, John E. Jackman Tour de Mansfield, Summer Stroll, and Moonlight Movies. Staff all related meetings; develop task list; develop budget; fundraise; and manage site during event.
- Works closely with the Partnership’s Senior Communications Manager to provide necessary information for publicity including posters, flyers, advertisements, press releases, website, and social media for events.
- Facilitates and processes non-Partnership events to be held by other groups on Betsy Paterson Square or in other public spaces in Downtown Storrs including coordinating staffing for these events.
- Works on special projects related to promoting vitality in Downtown Storrs including but not limited to additional events and storefront activation.
- Develops volunteer program to assist with events.
- Researches grant programs and requirements and coordinates, prepares, and follows up on grant applications.
- Prepares invoices and pay bills.
- Answers telephone, greets visitors, assists with general inquiries, maintains office supplies and Partnership handouts, keeps up electronic and hard copy files, and maintains supporter and business lists.
- Attends training programs to maintain current knowledge of downtown revitalization strategies and economic and community development issues.
- Develops strong and collaborative relationships with other organizations, partnerships, and individuals, both private and public.
- Assists Executive Director with tasks as assigned.
- Perform related work as required.

Knowledge, Skills and Abilities:

- Knowledge of event planning, downtown revitalization, community development, municipal planning, and non-profit management;
- Considerable interpersonal skills;
- Considerable organizational skills;
- Considerable ability to communicate effectively orally and in writing;
- Considerable ability to develop and maintain effective working relationships with Mansfield Downtown Partnership members, associates, staff, town and university officials and committees, citizens, business owners, and property owners;
- Considerable ability to develop, coordinate, and implement programs and projects;
- Skill in research techniques;
- Skill in use of standard data processing software and applications;
- Strong analytical skills;
- Ability to prepare grant applications;
- Ability to understand and communicate written and verbal instruction;
- Ability to work with individuals from diverse backgrounds.

Minimum Qualifications: An Associate's Degree from an accredited college or university with a concentration in the humanities, business, or marketing plus five (5) years of relevant experience, or an equivalent combination of education and qualifying experience. Incumbents in this class may be required to travel. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to interruptions contact with the public’ and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C			
Physical Demands					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting			X		Driving		X					
Lifting			X		Physical Strength:							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)		X					
Pulling			X		Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			Environmental Conditions							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling	X				Temperature Changes		X					
Reaching			X		Wetness		X					
Handling				X	Humidity		X					
Grasping			X		Extreme Noise or Vibration	X						
Twisting			X		Exposure to Chemicals	X						
Feeling			X		Exposure to Gases and Fumes	X						
Talking				X	Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to Bodily Fluids	X						
Repetitive Motion				X	Exposure to Dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X						
Visual Acuity/Near				X	Mechanical Hazards	X						
Visual Acuity/Far				X	Physical Danger	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Mansfield Downtown Partnership, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Partnership will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Partnership when necessary.