



**TITLE:** Communication and Events Manager  
**ORGANIZATION:** McMinnville Downtown Association (MDA)  
**COMPENSATION:** \$35-40,000 salaried, non-exempt; 120 hours PTO; seven paid holidays (New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas); optional employer-paid health insurance; IRA eligibility after 3 years  
**DEADLINE:** January 15, 2019

### **COMPANY OVERVIEW**

McMinnville Downtown Association's mission is to work to promote and enhance our historic downtown as the economic, social and cultural heart of the community.

### **DESCRIPTION**

The Communication and Events Manager works closely with the Executive Director to oversee the organization's communication strategy with members, property owners, volunteers, and the public. The Communication and Events Manager is also the lead for MDA events, including (but not limited to) the Farmer's Market, UFO Festival, Summer Concerts, and member and property owner functions.

### **WORK ENVIRONMENT**

MDA is a small, collaborative office. Staff work closely to implement projects and must nimbly adapt to new circumstances or priorities. This is a full-time 40 hours per week position with evening and occasional weekend work. Event logistics require the ability to lift and carry up to 40 pounds, walk several blocks, climb steps and stand for long periods.

### **SUPERVISION RECEIVED & EXERCISED**

This position works under the direction of the Executive Director. This position supervises interns and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensure successful execution of all MDA events, implement and improve event work plans
- Oversee external communication including flyers, social media, newsletter, web, press releases, etc.
- Outreach and communication with MDA members, property owners, board, and community partners
- Maintain robust volunteer program including recruitment and retention
- Manage approved event budgets, maximizing profits
- Other duties as assigned

### **REQUIREMENTS**

- Ability to take initial direction and self-manage projects to completion
- Strong organizational skills, ability to work on multiple projects simultaneously balancing deadlines
- Experience managing and motivating volunteers
- Tech-savvy with facility in MS Office applications, Dropbox, social media, website content management
- A strong sense of humor

### **SKILLS**

- Strong attention to detail and organization
- Strong writing, communication and interpersonal skills
- Professional attitude and excellent customer service skills

*To apply, send cover letter and resume to [brad@downtownmcminnville.com](mailto:brad@downtownmcminnville.com) by January 15, 2019.  
No phone calls please.*