

Position: Programs & Events Administration Assistant

Department: Programming and Marketing/Special Events

Category: Park Staff

Reporting To: Director of Programs & Marketing

Status: Part-time

Pay Rate: \$16/ Hour

Hours Available: 30 - 35 hours/week on average

Start Date: February 1, 2022



Overview: To better fulfill the potential for Center City and LeBauer Parks, Greensboro Downtown Parks, Inc. (GDPI) was created. The 501(c)(3) non-profit maintains a public-private partnership serving the downtown community through activated urban greenspaces. The mission of GDPI is to serve as the executive management of Greensboro's downtown parks, focusing on public activation, maintenance, financial well-being and overall vitality.

Center City Park and LeBauer Park are a combined 5-acre urban green space serving as the central gathering place for Greensboro's residents and visitors in a setting that is both relaxed and lively. Each year, the parks play host to hundreds of public programs and events, bringing more than 200,000 visitors annually. The parks feature outstanding public art, recreational equipment, facilities for children, pet-friendly spaces, café dining, and artistic performance pavilions. Located directly across Davie Street from one another, each park offers a unique atmosphere in the heart of the Cultural Arts District. From LeBauer's innovative design dedicated to activity and play, to Center City's lush, green serenity, visitors are sure to find whatever park experience they desire.

Drawing people from a range of ages, races, ethnic and cultural backgrounds, socioeconomic standings, abilities, and life experiences, the parks have truly become the heart of Greensboro with a pulse on the current happenings of our community. Alongside sponsors and dedicated program partners, GDPI annually hosts over 400 FREE public programs and events in the parks. GDPI maintains that a connection to place carries deep meaning in the lives of all people. The goal of our organization through its programming is to build and maintain a relationship between our parks and the greater community, making these *spaces* essential *places* in the lives of the people of Greensboro. The organization's driving belief in its placemaking efforts is that a meaningful connection to the parks will help people connect with the city on the whole and build in them a desire to commit to living and working here longterm - and in that time, make important contributions to the city's progress.

Duties and Responsibilities:

The Programs & Events Administration Assistant will be responsible for helping maintain the daily organization of fine details and administrative support for our Programs and Special Events departments managing upwards of 450+ annual free program activations for the community and 60+ annual special events. Specific duties include:

- Represent GDPI's brand and mission in a positive way at all times, including being kind and courteous to all, handling difficult situations with grace and composure, and showcasing a strong work ethic and helpful demeanor
- Manage numerous internal and external events calendars, ensuring detailed transfer of information for the respective stakeholders
- Serve as lead on-site manager for public programs/events as necessary
- Create and develop programs/events in collaboration with department team

- Serve as primary contact for program partners' regular operations
- Format contract documents for performer, vendors, and events organizers
- Process special event applications, create quotes for park rentals/special events, and negotiate rental fees as needed
- Manage the collection and filing of sensitive documents / forms
- Communicate logistical details to program partners, performers, vendors, and event organizers, ensuring all stakeholders are kept in the loop regarding pertinent information
- Maintain budget documents for the department and other financial processes, including completing expense reports, submitting check requests, and helping draft project budgets for various programs/events
- Help maintain public facing platforms to the most relevant and accurate information, including but not limited to updates to the website, social media platforms, Google listings, etc.
- Maintain accurate record keeping of daily visitor numbers, demographic surveys, incident reports, etc.
- Maintain organization in park storage areas as needed, including supply inventory management
- Schedule, manage, and perform manual labor for load-in, set-up, breakdown, and load-out for programs and special events
- Work with the Facilities team and park ambassadors to ensure parks are clean and functional for park guests, prior to and after programs and special events.
- Be flexible to perform other duties of a comparable level/type as assigned

Job Location and Conditions:

- Greensboro Downtown Parks, Inc. office located in the Greensboro Cultural Center (200 N. Davie St. Suite 101M)
- Majority of work will take place in a collaborative office environment. Candidate must also be willing to work outside as needed, including in heat and cold, as well as rain
- This is a fast-paced work environment with a small team of people managing numerous projects at any given time. Assistant candidate must be comfortable with both an active, collaborative environment and managing solo projects of his/her/their own direction and will be expected to bounce between these experiences regularly.
- Must be available to work early mornings, days, evenings, weekends and holidays.

Qualifications:

- Able to work effectively in a team setting and with all members of the public
- Bachelor's or Associate's degree
- Minimum 1-2 years previous public programs and/or events experience required
- Previous non-profit experience strongly preferred
- A proactive thinker and doer with attention to fine detail
- Possesses strong written and verbal communication skills
- Effectively manages numerous tasks at any given time and expresses incredible forethought
- Demonstrated experience managing a team and strong leadership skills are required
- A creative thinker with a keen sense for strategy and prioritizing community engagement
- Some graphic design/website and social media management experience is preferred
- Required availability: minimum 25 hours/week availability, Monday-Friday with availability as needed for evenings and weekends. Please note, as this is a programming and events coordinating position, on-site work at evening and weekend activations is regularly expected. Qualified candidates must be open to and anticipate a flexible schedule that aligns with park activations.
- Ability to lift 40 lbs. Lifting and set up of equipment is a big part of this job, and may involve repeated movement of heavy objects
- Must have access to reliable transportation

Post-Offer Requirements:

- Credential check
- Driving record check
- Criminal history, Child Protective Services registry, and sex offender record check

Post-Hire requirements:

- Attendance of mandatory training sessions and staff meetings

Benefits:

- Health, Dental, Vision available to part-time administrative employees after 6-month probationary
- Paid time-off available to part-time administrative employees on accrual basis after 1-month probationary

Greensboro Downtown Parks, Inc. is an Equal Opportunity Employer.

Applications submitted any other way than listed below will not be considered.

To Apply:

Submit a resume highlighting your experience as it aligns to the job responsibilities.

Submit a cover letter* answering the following questions:

- Why do you want to work as the Programs & Events Administration Assistant?
- What, specifically, can you bring to this position that will benefit our organization and the public?
- What do you hope to get out of your experience working with Greensboro Downtown Parks?

*We encourage the use of specific language and references to past experiences (stories, data, anecdotes) to speak to your qualification as a candidate.

All materials must be submitted to Amanda Miller, Director of Programs & Marketing no later than January 21, 2022 at programming@greensborodowntownparks.org