

JOB DESCRIPTION

TITLE: Project Coordinator / Administrator

STATEMENT: Responsible for the day-to-day operations of the office during daytime hours as well as select special events. Majority of time will be managing and coordinating a variety of projects, managing office tasks, preparing weekly meeting agendas, assisting the Executive Director and team, maintaining an organized environment, and assisting with promotions and marketing while representing the Gaslamp Quarter story, image, and brand to the local, regional, national and international communities. Will report directly to Executive Director.

CLASSIFICATION: Full-time Exempt

COMPENSATION: Commensurate with experience

ESSENTIAL FUNCTIONS:

Responsibilities are to include, but not be limited to the following;

- Overseeing and managing of all office functions of the Gaslamp Quarter Association
- Managing of all public communications, external and internal, that pertain to the Gaslamp Quarter brand and Gaslamp Quarter Association (GQA) properties and projects
- Coordinating of general office day-to-day functions
- Managing administrative duties as assigned, including answering telephone and emails sent to info@gaslamp.org, routing important information to GQA Staff, and addressing multiple requests from members and the general public
- Working directly with the Executive Director and standing in when necessary during meetings, conferences, etc.
- Act as the person of responsibility when the Executive Director is unavailable by plan or accident
- Working in unison with teams, managing timelines for new projects while keeping current projects moving along
- Working with all departments to make sure applicable participants are up to speed on new and current projects and supporting the staff efforts in the successful execution of daily responsibilities and special projects
- Participating in weekly and brainstorming meetings and distribute ideas and info collected (when applicable)
- Checking voicemails, taking necessary notes, and directing call and messages appropriately
- Opening and distributing mail
- Managing the cleanliness and organization of the office including filing, keeping schedules, filling out expense reports, and working on assigned projects
- Represent the GQA at community meetings, forums, and functions as designated by the Executive Director
- Support the staff efforts in the production of GQA events

KNOWLEDGE, AND SKILLS:

- Interest in and knowledge of non-profit organization management, hospitality and tourism industries, and Downtown San Diego's Gaslamp Quarter National Historic District

- Must be able to perform at a high level in fast-paced environment
- Must be able to manage time efficiently and effectively
- Ability to multitask and handle multiple responsibilities
- Proficient with MS Office Suite applications, WordPress CMS, Mailchimp, and social media platforms, including but not limited to Facebook, Twitter, Instagram, YouTube/Vimeo, LinkedIn, and Yelp
- Experience with Adobe Creative Suite, specifically Illustrator and Photoshop, preferred
- Experience with QuickBooks preferred
- Excellent written and verbal communication skills required, as well as strong organizational skills
- Strong interpersonal skills, with experience interfacing well with Board members, member businesses, sponsors, vendors, partners, and volunteers
- Able to successfully manage and adhere to budgets and deadlines
- Able to work in a high-pace environment on multiple projects and priority levels
- Must possess a working knowledge of fundraising principles and practices
- Prior project management/coordination experience preferred but not required

EDUCATION AND QUALIFICATIONS:

- Bachelor's degree in marketing, communications, project management, business or equivalent education and experience
- Minimum three years' experience project management or administration

PHYSICAL REQUIREMENTS:

Be physically able to:

- Lift and carry a minimum of 25 lbs.
- Navigate multiple levels of stairs
- Work from ladders and other high-reach equipment
- Sit, see, talk, and hear
- Frequent use of hands and fingers, handle or feel, and reach with hands and arms

POLICY:

It is understood that;

- All employees are hired on an at-will basis
- Each person's employment is for no specific term
- The employer reserves the right to terminate the relationship at any time
- The staff of the Gaslamp Quarter Association serves at the pleasure of the membership and its Board of Directors. By their actions and efforts, the entire staff is representative of the membership and should treat all members of the community with respect and consideration at all times.

TO APPLY:

Email cover letter, resume, list of three professional references, and salary requirements to posting@gaslamp.org with "Job Posting #1115" in the Subject Line (.doc or .pdf accepted). No phone calls.