



City of Mishawaka
100 Lincolnway West
Mishawaka, IN
46544

Job Posting

POSITION: Program & Events Coordinator
DEPARTMENT: Parks Department
SALARY: \$1,644.12 bi-weekly
HOURS: Varies

DATE POSTED: 12/15/2022
DATE CLOSED: until filled

DEFINITION: The Program & Events Coordinator is responsible for planning, implementing and managing programming and special events associated with Ironworks Ave, including the Ball Band Biergarten, Ironworks Plaza and the Ironworks Building. Must be self-motivated and able to work independently without direct supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plan, implement, expand and provide direct supervision for Farmer's Market.
2. Plan, implement and provide direct supervision for (new) winter Market on Ironworks Ave.
3. Coordinate and develop marketing, signage and material publications.
4. Develop and implement programming and events specific to properties on Ironworks Ave.
5. Partner with local business community to create unique events that draw visitors to Downtown Mishawaka.
6. Responsible for hiring, training, leading, managing and scheduling part-time crew.
7. Contribute to the creation of the annual budget request for the Division through tracking supplies and projecting funding needs of the division in advance of the annual budget.
8. Monitors events annual budget, tracks expenses and revenues generated by the events and facility; tracks daily, weekly, monthly and yearly attendance figures; and develops pricing strategies for new programs and events.
9. Analyzes program trends and modifies existing programs/events based on community needs and desires.
10. Managing social networking and social media, including Facebook and Instagram.
11. Set-up and tear-down of daily events, programs or classes.
12. Responsible for establishing & maintaining working relationships with the community and media

QUALIFICATIONS:

1. Bachelor's degree with coursework in recreation, physical education or related field with 2 to 3 years' experience in organizing special events, programs, facility operations or equivalent combination of education and experience.
2. Proven experience to lead, manage programs, and assigned personnel, including hiring and termination decisions, performance evaluations and corrective instructions.
3. Strong oral and written communication skills required.
4. Valid driver's license
5. First Aid, CPR, AED Certification-Adult and Child

PHYSICAL REQUIREMENTS:

1. Reach with hands and arms
2. Use hands to operate tools or controls
3. Sit, climb, balance, stoop, crouch
4. Frequently lift or move 50 pounds

Please be sure to indicate the position you are applying for in your cover letter and resume.



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5. Talk and hear
6. Occasionally lift or move 100 pounds
7. Lift and move objects without assistance

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
100 Lincolnway West
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

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