

Event and Promotions Coordinator

The Downtown Neighborhood Association (DNA) of Elgin is a catalyst in creating a thriving Downtown Elgin. The primary function of the Events and Promotions Coordinator role is to plan and execute events and initiatives that increase positive perception of our Downtown Area among the community, engage our downtown stakeholders and partner organizations, and drive foot traffic to our businesses.

Responsibilities

- Take primary role in planning and execution of DNA hosted events such as Pub Crawl and Winter Wonderland
- Build relationships with partner organizations and downtown businesses and take an active role in promotional support and co-planning of events that further the mission of DNA
- Assist in marketing of events and promotional initiatives
- Overseeing event volunteer committees
- Execute bi-weekly Winter Market and weekly Summer Harvest Market
- Seek event sponsorship and grant opportunities
- Track and report on measurable metrics related to events and initiatives
- Hours: Full time (40 hours per week) including some weekend and occasional evening hours

Skills and Qualifications

- Experience planning and executing small and large-scale events
- Experience marketing events and using social media
- Self-motivated, highly organized and an accomplished problem solver
- Able to work alone or with a group, comfortable delegating and coordinating volunteers
- Reporting experience
- Excellent verbal and written communication skills
- Customer service and sales skills
- Computer skills (experience with Apple Products a plus), Excel and Word
- Online operating systems - Dropbox, Constant Contacts, Google Docs
- Ability to work on your feet for several hours at a time and lift up to 25 pounds
- Passion for the Elgin Community a plus

Hours: Full time (40 hours per week) including some weekend and occasional evening hours

Benefits: Health insurance, paid time off, and a flexible work environment.

Please forward resume, cover letter and salary requirements to jfukala@downtownelgin.com by December 22nd.