



Event + Office Manager Job Description

The Event and Office Manager is a 20 hour per week part-time position reporting to the executive director. The Manager works closely with the team on event strategy and execution as well as ensuring the organized, orderly, daily functioning of the organization office. The ideal candidate is a team player who also works well independently. They have incredible attention to detail and experience running an office as well as planning events. The position offers a flexible schedule and possibility for hybrid work.

Duties of the Manager:

Event Management

- Plan and execute community events downtown
- Support marketing strategy and implementation
- Manage vendor and attendee registrations and communication
- Order and organize event supplies
- Facilitate vendor/performer contracts
- Create, collect and collate event survey responses for event reporting
- Day of event management

Office Management

- Answer office phone and monitoring general email inbox
- Assist bookkeeper in daily financials - bill pay, reconciliation, gift certificates
- Database and website updating
- Monthly WEDC reporting
- Main liaison/lead on Promotions Committee
- Ensure Downtown Map is updated and restocked, as needed
- Other duties as assigned

Send resume and cover letter to Executive Director Kristina Tadeo at pwmainstreetdirector@gmail.com.

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