

Events & Volunteer Coordinator

Job Summary

The Events & Volunteer Coordinator supports the successful planning and implementation of Ellensburg Downtown Association events and downtown programs. This position focuses on coordinating event logistics, managing event volunteers, and supporting event operations that drive foot traffic and strengthen community engagement in downtown Ellensburg.

The Events & Volunteer Coordinator works in partnership with the Partnerships & Marketing Manager and Executive Director regarding the four principles of the National Main Street Program: Outreach, Promotion, Design, and Economic Vitality. The Ellensburg Downtown Association is charged with the economic revitalization of downtown, utilizing historic preservation as an integral foundation for economic development.

This role focuses on operational coordination rather than strategic planning and supports the implementation of events and programs that strengthen downtown partnerships and community participation.

This role requires flexibility in scheduling to support evening and weekend events. Work hours may be adjusted during event weeks to accommodate event preparation and implementation. During non-event periods, the coordinator will assist with general office coverage and administrative support.

Range of Duties

The Events & Volunteer Coordinator duties will encompass a variety of tasks as determined by the Partnerships & Marketing Manager and Executive Director. Annual staff evaluations will be based on defined goals and objectives.

The Events & Volunteer Coordinator will:

1. Be knowledgeable about the four-point Main Street approach to economic revitalization utilizing historic preservation.
2. Assist with planning and coordinating logistics for EDA events, including vendor communication, permits, layouts, supplies, timelines, and maintaining event checklists and documentation.

3. Coordinate vendor communication, confirmations, and participation for downtown events and seasonal programming.
4. Assist with event setup, facilitation, and breakdown, including supporting event operations, wayfinding, and participant needs during events.
5. Track attendance, participation, and event data to support evaluation and reporting; maintain accurate records related to vendors, volunteers, and event participation; and prepare post-event recaps that highlight event successes, overall outcomes, and opportunities for improvement.
6. Recruit, schedule, and coordinate volunteers for EDA events and initiatives.
7. Maintain volunteer contact lists and track volunteer hours.
8. Support volunteer communication, organization, and appreciation efforts.
9. Assist in maintaining accurate event information for calendars, promotional materials, and marketing needs.
10. Capture photos and event content to support marketing and storytelling efforts.
11. Provide general office support during non-event days, including monitoring the main phone line and voicemail, greeting visitors, assisting with basic inquiries, helping maintain a welcoming and organized office environment, and assisting downtown visitors and businesses when needed.
12. Maintain event supplies, materials, and equipment used for downtown programs and initiatives.
13. Assist with downtown beautification projects, seasonal decorations, and placemaking initiatives as directed.
14. Participate in EDA events and activities and adjust weekly schedule to allow participation outside of regular business hours when necessary.
15. Attend committee, sub-committee, and task group meetings as necessary or as indicated by the Partnerships & Marketing Manager or Executive Director.
16. Contribute to a positive work environment through professionalism, flexibility, and collaboration.
17. Perform other duties as may be assigned from time to time by the Partnerships & Marketing Manager and/or the Executive Director.

Job Knowledge and Skill Required

1. Demonstrate strong organizational and time management skills.
2. Have experience in event coordination, volunteer management, nonprofit operations, or related fields.
3. Possess strong written and verbal communication skills.
4. Demonstrate a professional and collaborative approach when working with volunteers, vendors, and community members.
5. Be a well-organized self-starter capable of managing multiple tasks simultaneously.
6. Be comfortable working flexible hours including evenings and weekends for events.
7. Must be physically able to stand for long periods of time, lift up to 25 pounds, and walk throughout the downtown area without issue.
8. Must be proficient in Microsoft Office Suite and communication platforms such as Canva and website content management systems.
9. Prior Main Street experience is encouraged but not required.

This job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications.

Position Details

Ellensburg, WA (In office)

Position Type: Part-time

Hours: 25-32 hours per week

Compensation: This position pays **\$19–\$21 per hour**, depending on experience and qualifications.

Typical schedule follows weekday daytime hours with flexibility required for evening and weekend events.

How to Apply

Interested applicants should submit the following materials:

- Cover letter describing your interest in the position and relevant experience

- Resume
- Three professional references (name, title, relationship, phone and/or email)

Please submit application materials to Director@ellensburgdowntown.org.

Application Screening Timeline

Applications will be reviewed beginning **March 27**. Qualified candidates may be contacted for interviews shortly after the review period begins. The position will remain open until filled, though early application is encouraged.