



# LONG REACH COMMUNITY ASSOCIATION

6110 Foreland Garth, Columbia, MD 21045

410-730-8113 • longreach.org

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## Event & Program Coordinator Part-Time II Position Non-Exempt

### Village Mission

The purpose of the Long Reach Community Association is to enhance the quality of life for the residents by being responsive to the needs, interests and priorities of the community. It is the function of this organization to promote the health, safety, common good and social welfare of the residents.

### Position Summary

The Program Coordinator develops and implements programs for community residents, including on-going educational and recreational classes and on-time special events. This position reviews and updates instructor contracts and fee schedules and develops an annual calendar of special events. This position also provides other administrative support to the Village. This position reports to the Village Manager.

### Responsibilities

#### Programs

- Develops and implements programs, contacting and interviewing prospective instructors
- Prepares quarterly financial and statistical status reports on classes
- Reviews and updates instructors' contracts and fee schedules
- Maintains good working relationship with instructors
- Remains abreast of education trends and community needs
- Monitors and meets fiscal projections
- Attends all relevant meetings for Program and Event Coordinator
- Develops and implements programs for village residents

#### Special Events

- Develops a 12-month calendar of special events designed to appeal to general and special interests of the community which generates income over and above class programs
- Manages special event activities, including setting up and tearing down equipment as needed

#### Public Relations

- Designs posters and/or fliers to publicize programs and special events
- Updates social media sites to publicize programs and special events after consultation with Administrator
- Remains abreast of current trends in social media

### Qualifications

- Associate's degree required; Bachelor's degree preferred
- 1-2 years' experience in special events management, project management, or related field
- 1-2 years' experience with website creation software
- 1-2 years' experience in public relations and marketing, including creating brochures, posters, press releases, fliers, and website management

- Event Management Professional or Certified Meeting Planner certification encouraged
- Experience with social media in a professional environment
- Intermediate proficiency with Google Workspace, Adobe Acrobat, Eventbrite and MS Office including Word, Excel, Publisher and PowerPoint
- Ability to gain thorough knowledge of Village policies, practices and procedures
- Excellent written and verbal communication skills
- Strong ability with time management
- Strong interpersonal skills

### **ADA Requirements**

This job operates in a services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and giving tours to prospective guests about the facility
- Intermediate math skills needed to perform calculations including discounts, commissions, formulas, averages, etc.
- Must be able to read diagrams
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- May be required to walk up and down stairs
- May be required to push a vacuum and to provide light cleaning
- Adequate close vision to see that an area has been properly cleaned
- Ability to lift-up to 40 pounds

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

I have read and reviewed this job description.

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Signature

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Date