



Job Title: Event Coordinator

Reports to: Director of Neighborhood Strategy & Engagement

Position Overview:

The Event Coordinator will play a pivotal role in fostering community relationships and organizing all scale community and Ohio City Inc. events. This position combines event management and strategic community outreach to advance Ohio City Incorporated's mission of making the neighborhood a welcoming and dynamic urban community for all. Coordination and executing quality organization and community events is critical to Ohio City Incorporated's success in engagement and placemaking.

Key Responsibilities:

- Plan, coordinate, and execute all scale community and organization events ensuring broad participation and community-building.
- Collaborate closely with Engagement and Planning staff to implement public space activations that reflect the diverse needs and interests of Ohio City residents.
- Manage event logistics, including vendor relationships, volunteer coordination, budgeting, and promotional strategies.
- Support organizational marketing and fundraising efforts.
- Collaborate with necessary staff to create promotional and outreach initiatives across OCI, Near West Recreation, and Near West Land Trust.
- Collaborate with the outreach team to develop and execute communication strategies for events and community programs.
- Track and analyze event and communication metrics to refine strategies and enhance outreach effectiveness. Develop performance metrics to track event programming success.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree or 4+ years of experience in community engagement, event planning, nonprofit management, or related fields OR 5 years of comprehensive event management experience.
- Strong experience in planning and executing large-scale events.
- Willingness and ability to work a flexible schedule, including evenings and weekends.
- Exceptional written and verbal communication skills.
- Demonstrated ability to work collaboratively with diverse groups (e.g., race, ethnicity, socioeconomic status, gender, sexual orientation).
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Bilingual Spanish is a plus.

Compensation and Benefits:

Starting salary for this position is \$45,000–\$55,000, commensurate with experience. OCI offers comprehensive benefits, including medical, dental, and vision insurance, paid time off, and a Simple IRA with matching contributions.

Application Process:

To apply, submit a resume, cover letter, and examples of event or fundraising projects you have led to careers@ohiocity.org with "Event Coordinator" in the subject line. Applications will be accepted on a rolling basis until the position is filled.

Equal Opportunity Statement:

Ohio City Incorporated is committed to providing equal opportunity to all applicants. We encourage applications from all individuals, regardless of race, color, creed, sex, national origin, age, disability, sexual orientation, gender identity, military service status, or any other factors protected by law.