

**Community Engagement & Events Coordinator**  
**East Aldine Management District**  
**Hawes Hill & Associates LLP**

**Job Description Summary:**

Responsible for creating, managing, coordinating, and administering special events, activities, and programs as well as general community engagement on behalf of the East Aldine Management District, a special purpose government district served by Hawes Hill & Associates LLP, in accordance with the district's approved *Service and Improvement Plan*. The Community Engagement & Events Coordinator reports to and works under the general supervision of the district's Marketing Manager.

**Essential Duties and Responsibilities:**

- Plan, organize, execute, and attend events, district-driven activities, festivals, and other programs; in accordance with district policy and procedure, develop budget for board approval and engage appropriate vendors, contractors, sponsors, staff and volunteers required for each activity.
- Develop and implement an Events and Community Engagement Plan in collaboration with the Marketing Manager to promote and celebrate the community's unique brand identity and to build upon the community's assets, including the Town Center amphitheater, open space, and amenities.
- Build awareness for and celebrate the community's brand identity and create a cultural tourism program for East Aldine through an ongoing series of activities, events, festivals, and other programs. Includes collaborating with partners, organizations, and businesses that the district has sponsored to promote and assist in maintaining the district's brand.
- Build upon recommendations of recently completed studies for the district associated with economic development, and community development, as well as direction by the Board of Directors and associated committees.
- Participate in the development and implementation of district goals, objectives, policies, and procedures, most particularly as they relate to sustaining existing events and programs as well as planning and implementing new ones.
- Develop a program with the Marketing Manager for promoting and managing use of the Town Center amphitheater, open space, and amenities, including outreach efforts to public/private/nonprofit entities to bring non-district activities to the community and the Town Center.
- Provide staff support to district committees as assigned, including the ***Health, Education and Community Engagement Committee***, and the ***Business, Economic Development and Marketing Committee***.
- Coordinate with the Marketing Manager and collaborate with the district's creative team, including the graphic designer, photographer/videographer, and others for the production and distribution of monthly calendars, flyers, photos, videos, billboards, ads, and other forms of marketing and promotion.
- Conduct outreach to the public, local businesses, civic groups, community partners, and outside resources as appropriate for development and implementation of events, activities, and festivals as well as general outreach on behalf of the district as appropriate.
- Assist in gathering and maintaining contact information of area businesses, community leaders, partners, and vendors for use in community engagement efforts and for email distribution, mail-outs, and other forms of mass communication.
- Oversee volunteer recruitment and supervision including assignments, recording of hours, and documentations.
- Obtain and maintain files for permitting, insurance, invoicing, contracts, and any necessary documents per event.

- Maintain and report results from events, activities and programs including attendance, satisfaction and, if appropriate, financial information as a means of gauging success and providing regular updates to the Board of Directors and appropriate committees.
- Assist with other district functions in coordination with the Executive Director, Economic Development Director, Public Safety Coordinator, and Deputy Executive Director.
- Perform other related duties as assigned.

**Qualifications:** Excellent verbal and written communication skills; demonstrated success in planning and implementing events, activities, festivals and programs; knowledge of community/cultural tourism, public engagement and outreach, risk management; organizational and problem-solving skill; ability to work in a fast-paced environment with a diverse community; ability to work independently; manage deadlines and follow through, and organize and prioritize tasks as necessary; willingness to work as a member of a team in moving community initiatives forward; proficiency in word processing, analytical, graphic/media software programs/applications such Word, Excel, PowerPoint, Adobe Creative Suite and others appropriate to the position and duties. Bilingual in English and Spanish languages is required.

**Education and Experience:** Bachelor's degree in marketing, communications/public relations, hospitality/tourism, volunteer management, or related public service field from an accredited college or university strongly preferred. At least two years of applicable professional experience desired.

**Other Conditions:** Must provide own transportation. Must be willing to work occasional irregular hours and weekends to support the district's programs and initiatives, attend evening meetings, meet deadlines, and achieve objectives. Must submit names and contact information for at least three personal/professional references.

**Physical Conditions:** Must be able to lift up to 50 pounds.

**Salary Range:** \$65,000 - \$81,000 annually, depending on qualifications and experience. Benefits include health, basic dental and vision, life and accidental death/disability insurance, SIMPLE IRA retirement plan, paid vacation, sick leave, holidays.

**To Apply, Contact:**

Veronica Sanches, Deputy Executive Director ([vsanches@haweshill.com](mailto:vsanches@haweshill.com))

Monica Campos, Marketing Manager ([mcampos@haweshill.com](mailto:mcampos@haweshill.com))

or

Richard Cantu, Executive Director ([rcantu@haweshill.com](mailto:rcantu@haweshill.com))

*Hawes Hill and Associates LLP firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We encourage women, people of color, members of the LGBTQ community, and those who identify with other underrepresented groups to apply.*