



Phinney Neighborhood Association
Community Programs Coordinator Job Announcement, Variable Hours
July 30, 2018

About the Phinney Neighborhood Association

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a Community Technology Center, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. PNA serves over 25,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3 million.

Position Overview

PNA seeks a dynamic Community Programs Coordinator whose experience and philosophy closely align with the PNA's mission and values. The Community Programs Coordinator will oversee, plan, and implement the following outreach events: four art shows a year at our community art gallery, two book exchanges a year, two community events, (Día de los Muertos and Holi), and some of our educational offerings and co-sponsored events. The coordinator will also be a staff point person for the Phinney Farmers Market each summer. There are also some hours built in for "pop-up" events from community generated ideas.

The Community Programs Event Coordinator reports to the Program Director.

Essential Responsibilities

- Plan and implement four art gallery openings per year (March, May, July, and September). This includes curating the shows, working with artists, jurors, and volunteers.
- Working with a team of volunteers, plan and implement semi-annual book exchanges (February, September).
- Working with a team of volunteers, plan and implement two community events, Día de los Muertos (November) and Holi (March).
- Coordinate several of PNA's educational offerings, some of which are co-sponsored by other organizations like Town Hall of Seattle.
- Working with Volunteer Programs Manager, recruit, coordinate, supervise, and acknowledge event volunteers
- Working with Marketing Director, oversee and coordinate event promotion including website, emails, social media, the Review, and press releases
- Prepare and distribute event evaluation reports.
- Other duties as assigned.

Qualifications

- Minimum of 2 years of event or project management in the nonprofit sector.
- Ability to work under pressure, meet deadlines, and manage multiple tasks.
- Team-orientation and passion for community-building mission of the PNA.
- Personal commitment to creating a culture of diversity and inclusion.
- Excellent interpersonal communication skills.
- Strong organizational skills, with the ability to improvise.
- Ability to work independently in a very active and open office environment and to work outside of normal business hours on a regular basis.
- Excellent decision making and critical thinking skills.
- Computer proficiency with extensive experience using the Microsoft Office Suite; knowledge of Salesforce a plus
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs and walk between buildings on Phinney Center campus.

Compensation

The hours for this position vary weekly, depending on the programming, but will average out to 14 hrs/wk throughout the year. Position pays \$21/hour.

This position requires work outside of normal business hours on a regular basis. Benefits include: 401(k) plan with employer match; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; 8 paid holidays (total paid time off first year: 5.5 weeks); self-paid Aflac products; and a free PNA household membership with reduced costs for classes and room rentals. We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Position open until filled and preference given to candidates who apply by August 20, 2018 at 5 pm.

Questions can be directed to Lee Harper, Executive Director at leeh@phinneycenter.org.