



**Phinney Neighborhood Association
Winter Festival Coordinator – Contract Position
June-December 2023**

Phinney Neighborhood Association Mission

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.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

The PNA's Winter Festival & Crafts Fair is a two-day event held annually on the first weekend in December. It features 100+ artists and makers, 4,000+ shoppers, local musical artists performing on two stages, and food. The Winter Festival Coordinator oversees several key facets of this event, including vendor recruitment and selection, event planning, communication with stakeholders, and event operations. Additionally, the Winter Festival Coordinator will work with PNA staff to create and execute an event marketing plan, secure sponsors, and manage volunteers, and more. This position reports to the Community Projects Manager and is supported by the Community Programs and Development teams.

Essential Responsibilities Include:

- Creating a vendor application and recruiting potential vendors
- Assembling a committee of community members, local business leaders, and arts professionals to select applicants and provide strategic vision for the event
- Assigning booths and collecting fees for accepted vendors
- Recruiting and contracting musical artists and other performers
- Working with the Marketing & Communications Team to plan and execute a marketing plan, including website, email, social media, print, and paid media promotion
- Working with the Development Team to secure event sponsors
- Working with the Volunteer Programs Manager to define volunteer positions and direct the work of volunteers
- Working with the Community Projects Manager to plan all aspects of event operations
- Working with PNA staff to gather and report data, including preparing an event evaluation for vendors
- Owning event budget
- Other duties as assigned

Qualifications

- Minimum 2 years of event planning experience, including experience with events for 2,000+ participants. Experience with arts and culture events preferred.
- Extremely organized with the ability to work under pressure to meet deadlines, multitask, and improvise
- Strong project management, decision-making, and critical thinking skills
- Excellent written and verbal communication skills

- Team oriented approach and passion for working with others
- High level of computer literacy, including with Microsoft 365. Knowledge of Salesforce and Greater Giving a plus.
- Experience managing budgets in excess of \$50,000
- Ability to pass national criminal background check

Compensation

This is a term-limited independent contractor position. The contract begins on a mutually agreed upon date in early-June and concludes in mid-December. Hours may vary between 5 and 40+ hours per week. Compensation is between \$8,000 and \$10,000 depending on qualifications. The contractor is responsible for paying all applicable taxes.

About the Phinney Neighborhood Association

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 also offers programs and activities that reach far beyond the immediate neighborhood, at four different sites in Phinney, Greenwood, and Ballard. Current programs include three preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, a tool lending library, a business program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and and folk music concerts. The PNA serves over 27,000 people each year, has 70 staff, 1,300 volunteers, and an annual budget of \$2.5 million. 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 and qualifications, and a resume to apply@phinneycenter.org. Position open until filled with priority given to applications received by **May 15, 2023**.