



1222 Broadway St. Toledo, OH 43609 419-241-1655

### **Events and Marketing Coordinator**

The Sofia Quintero Art & Cultural Center, Inc. advances the important roles that art and education play in everyday lives. We support and give voice to artistic and educational expressions that advance community development, cultural diversity, global awareness, responsibility and social equality, as well as empowerment of the Latina and Latino identities.

#### **Job Description**

To grow and sustain SQACC through mission related events as well as rentals of the Event Center, Educational Area, Golden Rule Park and other SQACC properties. Events and rentals may be after-hours or on the weekends. This position will also create and execute a marketing platform for the organization to help grow programming, donors and overall visibility.

Type: Salary / Full time position

Salary: \$41,000 plus 10% of outside rentals

#### **Administrative Duties**

- Responsible for submitting a monthly report to the Board of Trustees
- Responsible for updating the "staff" and "public" calendars regarding schedules and events
- All staff help with answering phones when in the office
- Will work with Nana's Kitchen Chef to familiarize themselves with the kitchen equipment, its suppliers and vendors
- Attend weekly staff meetings (Monday's at 9:30 a.m.)
- Prepares an yearly and event budgets
- Accomplishes financial objectives thru rentals, submitting bills for payment, forecasting obstacles, etc.
- Work with other members of the staff as a team and accept other duties as assigned by the Executive Director
- Preserve excellent levels of internal and external customer service
- Maintain a positive and professional manner with coworkers, donors, board members and community members
- Contact for Guardian Alarm system

#### **Event Planning Duties**

- Event Planner for SQACC's main fundraisers; Dia De Los Muertos, Entre Amigos and The Pig Roast. Responsible for timelines, budget, marketing, overall event set up, etc. Will work with a committee and other staff members to ensure success.
- Develops and manages a calendar of events for use of spaces
- Develops and executes rental leases as well as their renewals for, tables, chairs, general space and other equipment
- Liaison between all renters and SQACC to ensure positive customer service, complaints, scheduling changes, etc.

- Works with the Art Coordinator and tenants to ensure there are no scheduling conflicts with the Jose Martinez Memorial Art Galeria
- Recruits and oversees volunteers and sponsors to promote and manage events
- Answers inquiries about rental spaces, from media, individuals, and organizations
- Creates other fundraising events that are in line with the mission, utilizing speakers, vendors, artists, musicians, entertainment, etc.
- Responsible for SQACC's monthly First Fridays (May-October) regarding themes, set up, sponsors, etc.
- Responsible for managing the Event Center (safety, cleanliness, upkeep, organization, etc.)
- Establishes rental rates by surveying local comparable and calculates overhead costs
- Responsible for updating and maintaining the electronic sign at the Event Center (will be trained on the software)

### **Marketing Duties**

- Collaborates with colleagues, schools, businesses, etc., and key spokespeople in order to promote SQACC.
- Prepares and gives presentations on the mission of SQACC
- Identifies and attracts renters and program participants by obtaining referrals, using social media, community outreach, etc.
- Identifies, coordinates and participates in efforts to publicize SQACC such as; community events, Expo's, networking groups, etc.
- Responsible for updating and maintaining SQACC's Facebook page, as well as identifying and managing other social media outlets that may be beneficial
- Will work with the Art Coordinator to maintain and update SQACC's website, as well as create event flyers, invites, etc.
- Establish an overall excel sheet of donors, renters, supporters, etc. to document information as well as upload and use through Constant Contacts

### **Qualifications**

- Computer skills such as: Microsoft Word, Excel, PowerPoint
- Constant Contacts or another email marketing platform is a plus
- Event planning experience: social events, fundraisers, community events, etc.
- Experience with social media for businesses  
Experience with website management is a plus
- Spanish-speaking is a plus
- Positive attitude & willingness to contribute ideas
- Ability to work with team members as well as independently
- Belief in SQACC's mission and an understanding of the community we serve
- Ability to multi-task and prioritize multiple tasks and job duties

Please email a cover letter and resume to the Executive Director at [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com). Individuals may apply up until Monday, January 14, 2019. We ask that questions please be directed via email to [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com). Thank you.