



Discover Haverford/HPED Seeks Part-Time Project Coordinator

Organization:

Discover Haverford/HPED is a nonprofit organization formed in 2009. Our mission is to promote economic development, support Haverford Township businesses, beautify our business districts and public spaces, and market the Township as a place to shop and dine. Our board of directors is composed of business owners, residents and Township officials.

Discover Haverford employs three part-time staff members. We are looking to hire a Project Coordinator for 20 hours/week. We have been doing exciting work over the past few years, and this position is a great opportunity for someone who loves Haverford Township, wants to be involved in making the community even better. Flexibility in hours (with comp time) is required during busy times, especially leading up to our events.

Responsibilities:

The Project Coordinator will familiarize him/herself with the Main Street program model of economic development. They will assist the Executive Director with some or all of the following duties (some projects and programs may be assigned to one project coordinator, and some will be shared):

ADMINISTRATIVE & OFFICE MANAGEMENT

- Serve as office manager for mail, office files and contacts database
- Manage office supplies and purchase as needed
- Handle clerical duties such as making copies, preparing mailings, data entry, etc.
- Write thank you letters and acknowledgement of gifts
- Assist with supervising interns, when needed

DISCOVER HAVERFORD SPONSORSHIP RECRUITMENT

- Manage annual sponsorship drive
- Keep files and lists of sponsorship levels, payments, etc.
- Send reminders for payment, thank you notes, and answer inquiries from potential sponsors
- Assist with recruiting event sponsors

MARKETING & COMMUNICATIONS

- Assist with communications including our monthly newsletter, Facebook, Instagram, and our website www.DiscoverHaverford.org, and serve on the Marketing and/or Outreach Committees
- Create posters, flyers and other marketing materials using canva.com
- Conduct interviews of new businesses and write welcome articles for our newsletter
- Assist with the development of our Shop Local Campaign
- Assist with updating publications such as our Restaurant Guide, Senior Citizen's Discount Brochure, Business Recruitment Materials, Discover Haverford cards, etc.

BEAUTIFICATION PROJECTS

- Assist with managing gardens/planters and recruiting volunteers for work days

SPECIAL EVENTS

Fundraising Events such as Andy Lewis 5k Run, Havertown Holiday Festival, Haverford Festival, Job Fairs, Moonlight Dining, Shop Local Events including Shop Small Saturday, May Flower Project & Meet & Greet

- Assist with planning and coordination
- Assist with recruiting event sponsors
- Assist with recruiting event volunteers
- Assist with set up and working the Discover Haverford tent/table during the event

Annual Meeting and Meet & Greet Events

- Assist with coordinating the HPED Annual Meeting and Meet & Greet Events
- Coordinate the Annual Awards of Excellence

Other Events

- Work the HPED info tent at other community events such as Township Day & Heritage Festival

PROGRAMS

- Assist with coordinating the Keep it Local Gift Card Program
- Assist with coordinating business workshops

Qualifications:

The Project Coordinator should have the following qualifications:

- BA or BS degree strongly preferred
- Resident of Haverford Township strongly preferred
- Outgoing, friendly personality
- Strong organizational skills
- Detail-oriented
- Experience with event planning
- Excellent oral and written communication skills
- Familiarity with Microsoft office, excel, powerpoint, google docs, and social media platforms
- Ability to work independently and on a team
- Ability to be flexible during busy times
- Driver's License and use of a car required
- Ability to lift 25 pounds

Work Schedule & Compensation

We have an office at 412 Darby Road where the Executive Director and the two Project Coordinators work. The Project Coordinator will be expected to work 3-4 daytime shifts per week in the office.

The Project Coordinator will work an average of 20 hours/week and will be paid based on the number of hours worked (no paid vacation or holidays). Some weeks will require more hours and other weeks less. The hours would include 1-2 evenings per month for committee meetings, and several weekend days per year when we have events, planting days or our annual retreat.

Starting pay rate per hour will be \$18 - \$20/hour depending on education and experience.

Interested candidates should send a resume and cover letter to Jeanne Angell, Executive Director at jangell@hped.org.