



Haverford Partnership for Economic Development (HPED) Seeks Project Coordinator

Organization:

The 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.

We hired our first part-time staff member in August 2016, who is now our Executive Director, working 30 hours/week. We will be setting up an office this spring where the two staff members will work.

We are seeking a Project Coordinator to work approximately 10 hours per week. HPED has 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, and could be ideal for a stay at home parent who has children in school or a retired professional who wants an interesting part-time job.

Responsibilities:

The Project Coordinator will familiarize him/herself with the Main Street program model of economic development and assist the Executive Director and Board of Directors with the following:

ADMINISTRATIVE & OFFICE MANAGEMENT

- Serve as office manager for mail, office files and contacts database
- Pick up mail at the P.O. Box
- Purchase supplies when needed
- Handle clerical duties such as typing, making copies, etc.
- Write thank you letters and acknowledgement of gifts
- Attend HPED Board Meetings
- Assist with supervising our summer intern

MEMBERSHIP DEVELOPMENT

- Manage annual membership drive
- Keep files and lists of membership levels, payments, etc.
- Send reminders to members and answer inquiries from potential members

MARKETING & COMMUNICATIONS

- Assist with communications including our monthly newsletter, Facebook, Instagram, and our three websites: www.hped.org , www.HaverfordHomeandGardenShow.org , and www.DiscoverHaverford.org and serve on the Marketing Committee
- Create posters and flyers 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 creating and updating publications such as our Restaurant Guide

SPECIAL EVENTS

- Assist with coordinating the annual Haverford Home & Garden Show, serving on the committee
- Keep track of sponsor and vendor forms and develop lists
- Assist with communications with sponsors, vendors, speakers, and CREC staff
- Assist with marketing the show
- Work during the entire weekend event (May 18-19th, 2019)
- Assist with coordinating Moonlight Dining Events and help man the HPED tent
- Coordinate the HPED Annual Meeting and Meet & Greet Events
- Coordinate the Annual Awards of Excellence program
- Work the HPED info tent at other events in the community

BEAUTIFICATION PROJECTS

- Assist with purchasing plants and materials for planters and public gardens
- Assist with managing and recruiting volunteers for planting and greening work days
- Work on planters independently, as needed
- Communicate with public works department regarding plans and assistance needed
- Communicate with vendors regarding orders for planters, signs, benches, trash cans, etc.

Qualifications:

The Project Coordinator should have the following qualifications:

- BA degree or equivalent experience and skill
- Resident of Haverford Township strongly preferred
- Outgoing, friendly personality
- Strong organizational skills
- Excellent oral and written communication skills
- Familiarity with excel, powerpoint, 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

Compensation:

The Project Coordinator will work an average of 10 hours/week and will be paid based on the number of hours worked. Some weeks will require more hours and other weeks less. The Projects Manager will report to the Executive Director. There is the possibility of additional hours in future years as HPED grows. Pay rate per hour will be \$16 - \$20/hour depending on experience.

Apply:

Interested candidates should send a resume and cover letter to Jeanne Angell, Executive Director, by March 15th at jangell@hped.org.