



Administrative & Event Coordination Assistant

Compensation DOE: \$20-25/hour

Walnut Creek Downtown (WCD) is a 501c(6) non-profit organization whose mission is to assist our member businesses to engage with customers in downtown Walnut Creek. WCD seeks to enhance the downtown and create engagement opportunities for our members through:

1. Events
2. Marketing
3. Beautification
4. Advocacy

Walnut Creek Downtown is seeking an energetic, team oriented Administrative Assistant/Program Support team member who is in search of a fun, fast paced environment. Downtown Walnut Creek is ever-changing with new retail, and residential development, new restaurants, and a growing arts community.

Purpose of role:

Provide general office support, assist Walnut Creek Downtown with routine administrative/operating tasks as assigned by the Executive Director (ED), and provide event coordination assistance as assigned by the Events Manager (EM).

Responsibilities:

- Answer calls/voicemails and check/open mail – route to team members as necessary
- Monitor inbox for services@walnutcreekdowntown.com and respond to general inquiry emails
- Use Outlook to send calendar invites for meetings/team building events
- Ensure the office has ample supplies / re-order supplies as needed
- Process invoices for check requests & mail out check payments
- Make bank deposits and upload records of deposits
- Create accounts receivable invoices for monies owed to WCD using Quickbooks
- Run reports for payment processing, then upload & distribute to ED, EM, and accountant
- Assist EM with payment tracking for income from events, sponsors, booth vendors, participating businesses in events, tickets sales, and wine/beer sales
- Oversee the Associate Membership program (track status, send welcome/renewal emails, collect payment)
- Attend events to provide staffing when needed – may include some night/weekend shifts
- Operate payment terminals and be knowledgeable on set-up and troubleshooting devices
- Attend monthly board meetings and take the meeting minutes. Provide the ED with meeting assistance.
- Assist ED with staff hiring process (scheduling interviews, post job listings, etc.)
- Communicate with downtown business as needed
- Act as a liaison between staff/independent contractors to help ED and EM keep track of the status of projects
- Execute the Annual Shopping & Guide by regularly updating businesses that have open/closed in Walnut Creek and provide final lists for editing. Coordinate with graphic designer(s) and professional printing services on the procurement of the guide & kiosks maps placed throughout the downtown. Install kiosk maps.
- Update lamppost banner maps & provide ED with support to coordinate installation
- Act as the team's point of contact for CC-Assist (CRM) operations. Regularly update info in the program.
- Use Microsoft Teams to help coordinate meetings/projects
- Additional tasks to support the ED and EM as needed. These may include but are not limited to:
 - Annual BID renewal assistance
 - Event management of smaller events
 - Coordinate downtown art projects or beautification initiatives with the ED
 - Attend taskforces and committee meetings on behalf of WCD

Skills & Requirements:

- Excellent communication, and decision-making skills. We are looking for a pro-active, self-starter that can make decisions on behalf of the WCD team.
- Must provide excellent organization and record keeping for the organization
- Proficient with computer programs (Microsoft Office, Quickbooks & others). Experience with graphic design programs is a plus. Willingness to learn new software/programs.
- Ability to handle multiple projects simultaneously – Punctual and able to meet deadlines.
- Ability to move/lift up to 25 pounds.



- Must be available to work occasional night/weekends for scheduled events but should otherwise be available during normal business hours.
- Must have a reliable means of transportation and a clean driving record.
- High School Diploma (Minimum)

Weekly Hours:

20-25 hours a week, with approximately 50% (or more) of time spent in the WCD office located in downtown Walnut Creek.

To apply, please upload or send your resume to ashley@walnutcreekdowntown.com and answer the following questions in the body of your email:

1. We would like to fill this position soon. What is your availability?
2. What level of education have you completed?
3. As a small non-profit with multiple projects happening at any given time, WCD needs staff members WCD needs staff members that can work flexible hours that may include some nights &/or weekends. Are you available for these occasional work hours?