

Title: Facilities and Events Coordinator

Status: Part time, nonexempt

Hours: Flexible. Some weekends for events

Purpose of the Job: The Facilities and Events Coordinator (Coordinator) manages HACA facility rentals and events. The Coordinator will be the first point of contact for internal and external customers who desire to rent or use space at the Pioneer Grounds and ITOW building, will recruit and schedule volunteers, and provide administrative, marketing and operational support.

Duties:

- Book and coordinate room rentals at ITOW Museum building and Pioneer Ground activities
- Maintain records and contracts, supervise project activities, and schedule support of paid and volunteer help
- Management of events at the ITOW Veterans Museum , History Museum and Pioneer Grounds
- Recruits, schedules and leads training of volunteers
- Manage finance, database for facilities use, update online and printed calendar, create reports
- Marketing of facilities and events
- Arrange for and assist with cleaning as needed
- Set up, maintain, and organize files. Take phone message from machine and respond or distribute.
- Other duties as assigned

Required Skills/Abilities:

- Marketing or PR experience desired
- Good computer skills including Microsoft Office (word, excel, publisher), internet, email, social media
- Organizational skills

Seriously interested parties only may apply by one of these methods:

Call: 218-346-7678 and leave a message

Email: hacainfoetc@gmail.com