

Events Coordinator

The Cleveland Restoration Society's (CRS) Events Coordinator is responsible for coordinating regular events for this growing, non-profit historic preservation organization. The Events Coordinator will also be involved with the planning and execution of special events. The Events Coordinator is a part-time, 20 hour per week (on average) professional position that reports to the Society's Director of Preservation Services & Publications.

Responsibilities include coordinating:

- the CRS annual Community Luncheon (a lunch with 200 – 350 attendees);
- the CRS annual Benefit dinner and program (dinner with 150 to 250 attendees);
- the CRS annual Celebration of Preservation program (an awards program, currently virtual);
- the CRS annual Sarah Benedict Circle dinner and program (a dinner with 25 – 40 attendees);
- the CRS Annual Member Meeting;
- at least nine "Snoops," workshops, forums or tours per year for members; and
- other duties as assigned.

Coordination of such events entails selecting venues, caterers, and service providers, marketing the event to members and non-members with an eye to increasing attendance, drafting and arranging for the printing of all written materials related to the event including brochures and programs, soliciting sponsors for the events, tracking attendees, producing name badges, and overseeing CRS staff involvement with the event.

The Events Coordinator shall have excellent interpersonal skills, including oral and written communication ability, as well as experience with general office practices and equipment, and coordination of volunteers. Experience in event organizing and in using database software is essential. Historic preservation expertise or relevant experience in city planning, economic development or neighborhood development is desirable but not required. The position requires an experienced professional who is well-organized, detail-oriented, and self-motivated. CRS is a fast-paced organization with an excellent reputation for achieving results. CRS is an Equal Opportunity Employer.

Competitive hourly wage; no benefits. Please submit your resume, college and university transcripts and a writing sample by **April 22, 2022** by email to: Sophia Jones, sjones@clevelandrestoration.org. No calls please.