



Main Street Skowhegan
PO Box 5 / 93B Water Street
Skowhegan, ME 04976
207-612-2571
info@mainstreetskowhegan.org
MainStreetSkowhegan.org

Project Coordinator Job Description

Seeking enthusiastic, detail-oriented, and deadline-driven person to coordinate community projects and plan events from conception through to completion. This person will be responsible for the following, in addition to other duties as assigned:

Event Planning

- Lead all event efforts, including the creation of new events and the planning and promotion of new and existing festivals, educational seminars, and community, cultural, and fundraising events.
- Attend all event committee meetings and serve as the principal organizer and liaison with participants, sponsors, vendors, volunteers, attendees, and others.
- Organize all aspects of events, including facilities/location, decor, catering, entertainment, transportation, invitee list, special guests, equipment, promotional materials, etc.
- Establish and maintain working relationships with businesses, organizations, the municipality, residents and community members, educational institutions, and others as needed.
- Maintain organized and up-to-date event planning records and information (spreadsheets, budgets, meeting minutes) and provide periodic progress reports and budget updates for each event to executive director.
- Ensure compliance with insurance, legal, health, and safety obligations.
- Determine staff and volunteer activities and communicate these responsibilities accordingly.
- Conduct pre- and post-event evaluations and report on outcomes.
- Establish a system to track success/failure of each event.
- Assist other community organizations with event planning needs as assigned.

Sponsorship/Promotion/Advertising

- Develop and sell event sponsorship opportunities.
- Keep meticulous sponsorship records for each event, ensuring that all sponsors receive all elements of their sponsorship package.
- Develop marketing communications plans for each event, identifying advertising, PR, social media, and other opportunities, negotiating rates as needed.
- Manage event webpages and Facebook events.
- Coordinate and maintain events calendar for the region.
- Develop promotional materials for events and coordinate the distribution of these materials locally, regionally, and statewide.
- Maintain database of sponsors, tracking all sponsorships and in-kind donations.
- Invoice sponsors and vendors, track payments, and follow up on overdue invoices.

Volunteer Management

- Recruit new volunteers and maintain a database of contacts.
- Write thank you cards to all volunteers as needed and develop volunteer appreciation program.

Community Building

- Build relationships and collaborate with other nonprofits with similar missions to increase efficiency and output.



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- Spearhead community and economic development projects as assigned.
- Develop and maintain database of contacts for all organizations.

Required knowledge, skills, and abilities:

- Excellent verbal, written, and interpersonal communication skills
- Ability to meet and communicate with the public in an effective, diplomatic, and courteous manner
- Detail-oriented with strong time-management and organizational skills
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- Proficiency with Microsoft applications (e.g., Word, Excel, and PowerPoint) and social media
- Must be enthusiastic and physically capable to perform essential functions, as required

Preferred knowledge, skills and abilities:

- Familiarity and/or proficiency with email management software (Constant Contact)
- Familiarity and/or proficiency with Adobe Creative Suite
- Familiarity and/or proficiency with WordPress

Work hours, reporting, and salary:

- Position is for one year from date of hire with potential to become permanent.
- This is a full-time hourly position. Some weekend and evening work required.
- Position will report to the executive director.
- Salary is commensurate based on skills and experience.

To apply, please send cover letter and resume to info@mainstreetskowhegan.org.

About Main Street Skowhegan:

Main Street Skowhegan is a 501(c)(3) nonprofit focused on the ongoing revitalization of Skowhegan, Maine. Founded in 2005 by a group of citizens with the goal of reinvigorating downtown Skowhegan, MSS is still driven by volunteers working to make their town a better place.

In 2015 we expanded our purview to include the entire town—not just the downtown—enabling us to serve all Skowhegan businesses and implement town-wide projects. Our mission is to grow a vibrant and inviting historic town by encouraging innovation and economic development. We spearhead collaborative efforts to support businesses and diversify the economy, stimulate tourism, and tell Skowhegan's story.