



## OAKLAND BUSINESS IMPROVEMENT DISTRICT

### **Special Events Coordinator** **Full-time** **FLSA Status: Salaried / Exempt**

#### **The Organization**

We are the Oakland Business Improvement District (OBID), one of Pittsburgh's largest place management organizations. As the face of Oakland's future, we are guided by a vision to set the standard for growth and innovation. Founded in 1999, we successfully ensured the Central Oakland business district was clean, safe, and vital. Since then, the anchor medical, educational, and cultural institutions have grown and together they formed a center of innovation that is recognized throughout the world. We enrich the community experience through Placemaking and Activation, Public Art and Urban Design, Retail Development, Events, Brand and Marketing, Street Operations and Beautification, and Community Engagement. We are an established and growing organization that is seeking dedicated individuals who share our commitment to ensure Oakland's place as Pennsylvania's global center. For more information, visit [www.oaklandpittsburgh.com](http://www.oaklandpittsburgh.com).

#### **Position Overview**

The Special Events Coordinator is a newly created position and is responsible for the planning, oversight, execution, and evaluation of all business district events and unique and specialized promotions designed to enhance community activity and vibrancy, raise awareness of Oakland's many offerings, increase foot traffic to benefit Oakland's business establishments and to reinforce the community brand as Pennsylvania's global center. This position will report to the Director of Placemaking and Activation but also will take direction from the Manager of Marketing and Communications if working on projects they are managing.

#### **Duties and Responsibilities**

- Plan, promote, and execute programmatic events and unique promotions throughout the year that highlight the unique characteristics of Oakland
- Participate in event coordination meetings and determination of needed resources
- Supervise the logistical and hands-on execution of events including not limited to: setting up/tearing down tents, tables, and chairs, info tent staffing, power distribution, coordinating vendor locations and parking, sound equipment, lights.
- Ensure event sponsorship and funder deliverables are met on-site during events.
- Coordinate with local retail, restaurants, food trucks, bands, production companies, and other vendors to offer concessions, entertainment, and/or other related services for events
- Manage event schedules, itineraries, and task lists
- Coordinate event promotion and printed materials with the Manager of Marketing and Communications
- Coordinate events with other Oakland partner organizations such as the Oakland Ramp Crawl
- Build and maintain strong relationships with business owners, landlords and institutional partners

- Develop and maintain a diverse and inclusive volunteer corps and a diverse network of stakeholders and resources to assist with successful project and event outcomes
- Ensure meaningful and measurable goals are set for each programmatic activity
- Assist with maintaining a database of Oakland businesses and stakeholder contact information
- Assist where needed with updating the OBID website and all social media platforms
- Represent the OBID at relevant local or regional committees as assigned
- Participate in meetings, training, seminars, events, etc., as appropriate
- Ability to work nights and weekends on an as-needed basis.

We seek candidates with the demonstrated ability and desire to:

- Professionally represent OBID to the public, municipal authorities, sponsor and corporate contacts
- Work collaboratively, maintaining rapport with internal and external colleagues and partners.
- Actively participate as a team member, sharing new ideas and contributing to key initiatives.
- Highly motivated, independent-thinking, and energetic professional with a can-do attitude, drive to take initiative, and willingness to actively contribute to a successful, high-functioning team.
- Strong interpersonal skills and ability to establish trust quickly with others while cultivating and growing relationships among diverse stakeholders.
- Exhibit a high level of integrity and standards of quality in all aspects of work.
- Strong communication, organization and detail-oriented skills.
- Willingness to work outdoors in the elements (heat, rain, cold temperatures, etc.)
- Excellent oral and written skills necessary to communicate effectively with all levels of staff and outside constituents
- Ability to work irregular and long hours as needed, including early mornings, evenings and weekends
- Adept computer skills in Microsoft Office 365 suite and Google Workspace.

### **Education and Experience:**

Qualified individuals will be expected to have:

- Degree in Events Management, Hospitality, Leisure, Recreation or related field or equivalent experience and/or training.
- A minimum of 2-4 years of experience in event planning and coordination
- Experience with social media platforms including Facebook, Twitter, Instagram, YouTube, Tik-tok.
- Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position

### **Physical Demands**

- This role needs to regularly traverse the business district to meet with stakeholders and to maintain a presence and is regularly required to sit, stand, walk, bend, and lift objects of up to 30 lbs.

### **Salary and Benefits:**

Salary commensurate with experience and dependent on qualifications. This is a full-time position with excellent benefits package:

- 100% employer-paid individual health coverage, effective first of the month following hire date (includes medical, dental and vision)
- Long Term Disability and Life Insurance
- 403(b) retirement plan with employer contribution beginning after 12 months of employment
- Generous PTO
- 10 paid holidays per calendar year
- Monthly cell phone and parking allowance

During the coronavirus pandemic, OBID's staff continues to work remotely to ensure the health and safety of all employees and our constituents. We anticipate maintaining flexible work schedules once we return to the office when it is safe to do so.

**TO APPLY:** Submit resume, cover letter, salary expectations and three (3) professional references to [apply@oaklandbid.org](mailto:apply@oaklandbid.org).

*OBID is an Equal Opportunity Employer.*

*Diversity and Inclusiveness: OBID strives to create a diverse and inclusive workplace. We highly encourage qualified applicants regardless of age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status, or any combination of these or related factors, to apply for consideration.*