

## **Title: Isla Vista Community Room Coordinator**

The mission of Isla Vista Youth Projects is to strengthen our community through diverse, educational, recreational and social programs for children and families regardless of income.

In partnership with Isla Vista Community Services District the Community Room Coordinator will work closely with Isla Vista community members, community organizations, volunteers and IVYP Director of Evaluation and Community Partnerships in fulfilling the needs of community in relations to the use of the Isla Vista Community Room.

### **Job Summary**

The Community Room Coordinator is responsible for developing, planning, marketing, implementation and oversight of Isla Vista Community Room events, programs and organizational gatherings.

The Community Room Coordinator reports directly to the IVYP Director of Evaluation and Community Partnerships. The Community Room Coordinator must be a self-starter, team player, willing to tackle "other duties as assigned" to ensure the overall success of the Isla Vista Community Room.

### **Job Functions**

#### *Event Planning and Promotion*

- Develop and manage event budgets
- Create procedures for all major processes
- Administers events and activities in accordance with the policies, strategies, and mission of the Isla Vista Community Room.
- Plans and coordinates event-related services and general event logistics, including but not limited to:
  - Facilities/amenities
  - Reservations
  - Marketing and publicity
  - Event-related materials (e.g., handouts, giveaways)
- Develops and manages event organization structure and procedures, motivation of volunteers, income and expenditures and community relations.

### *Event Execution*

- Prepares and sends timely communications such as save-the-date notices
- Attends all events and acts as the key contact to ensure success
- Monitors activities to ensure conformance with Community Room guidelines
- Develops and maintains positive working relationships with other agencies, community members and organizations
- Attends local community events to raise awareness of the Isla Vista Community Room

### *Programming Support*

- Contributes to enhancing member relations process as needed (e.g., responding promptly to emails and phone calls, attending meetings, etc.)
- Enhances Isla Vista Community Room visibility with social media sites such as Facebook, Twitter, Linked In, and others; shares event calendar on Isla Vista Youth Projects and Isla Vista Community Services website.
- Attends other organizations meetings to stay informed on events and happenings in community, such as Isla Vista Community Network meetings.

### *Administration*

- Identify specific community needs and actively seek out proposals to IVCSO.
- Facilitates conversations with nonprofit organizations, student groups and other entities regarding possible programming and the funding sources around specific programming.
- Prepares weekly update communication to THRIVE Isla Vista Program Coordinator and IVCSO General Manager regarding activities, progress and needs
- Prepares monthly reports of key events and activities for IVYP and IVCSO
- Regularly coordinates and communicates activities with IVYP team and community members

Individuals in this position must be:

- Highly motivated and self-directed
- Associated with each individual event
- Able to multi-task and maintain composure under pressure in a fast paced environment
- Committed to maintaining a professional appearance and demeanor at all times
- Willing and able to work evenings and occasional weekends as required for the Isla Vista Community Room events.

*Additional Skills Required:*

- Excellent communication skills (listening, writing, and speaking)
- Using Microsoft Office (i.e., Word, Excel, PowerPoint)
- Bilingual (English and Spanish)
- This position may occasionally require travel. Some reaching, lifting, and carrying may be required when setting up for events.

Pay rate: \$17/hr

*This position is considered a temporary full time position through June 30, 2019.*