

Job Title: Office & Event Coordinator

Location: Wellington, Ohio

Job Type: On-Site, Part-Time, Hourly (15hrs/week, M, W, Th, Tentative)

Reports To: Manager or Director, Main Street Wellington

Salary: \$15-\$20/hour (depending on experience)

About Main Street Wellington

Main Street Wellington is dedicated to revitalizing and strengthening the local economy through community-focused programs and initiatives. As part of the Main Street America network, we work to preserve and promote the unique character and heritage of our historic downtown district.

Position Overview

The Office & Event Coordinator provides vital administrative and event coordination support to the Main Street Wellington program. This role supports office operations, community outreach, volunteer coordination, event planning, and the implementation of Main Street initiatives. The Coordinator works closely with the Manager/Director and may supervise **volunteers and interns** as needed.

Key Responsibilities

Administrative Operations

- Manage daily office functions, including record-keeping, invoicing, payments, and bookkeeping with attention to detail.
- Execute purchasing and maintain records related to office supplies, services, and vendors.
- Assist with budget tracking and the preparation of basic financial reports.
- Maintain an organized and welcoming office environment.

Event Planning & Community Engagement

- Assist in or lead planning and execution of Main Street Wellington events, meetings, and permit submissions.
- Organize and coordinate volunteer efforts and community stakeholder activities.
- Support meeting management and logistics as assigned by the Manager.
- Serve as a liaison at community and organizational meetings to professionally represent Main Street Wellington.

Marketing & Communications

- Promote Main Street programs through social media, website management, and other marketing efforts.
 - Assist with public relations, community outreach, and the development of promotional materials.
 - Contribute to fundraising, membership drives, and grant writing, as designated.
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Required Skills and Qualifications

- Proven office management experience, including familiarity with QuickBooks or other accounting software.
- Demonstrated event planning or meeting coordination experience.
- Strong organizational and project coordination skills with the ability to manage multiple priorities.
- Excellent verbal and written communication skills, including public speaking and social media proficiency.
- Experience with community engagement, volunteer management, and customer service.
- Self-motivated with strong time management skills and ability to work independently and as part of a team.

- Ability to think quickly and problem-solve in dynamic situations.
 - Familiarity with Customer Relationship Management (CRM) or database software is a plus.
 - Knowledge of or interest in nonprofit fundraising, grant writing, and historic preservation preferred.
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Work Schedule & Physical Requirements

- Part-time position requiring approximately 15 hours per week.
 - Availability for occasional evenings and weekends to support events and programs.
 - Moderate local travel may be required; travel expenses will be reimbursed.
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Additional Information

The coordinator will undergo an annual performance review by the Main Street Executive Board.

This position supports the mission and goals of Main Street Wellington by ensuring efficient operations and strong community engagement.