



Historic Downtown Chelan Association

PO Box 3071

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www.historicchelan.org

Job Title: Administrative Coordinator

This position reports to the Executive Director and communicates regularly with the HDCA Board and Committees. The organization is small, so duties are collaborative. Expectations, metrics, and deadlines are determined in the annual workplan. The role is an administrative support role and requires self-motivation, initiative, creative thinking, diplomacy, and a high level of communication and organization. The list of duties includes, but is not limited to:

Outreach and Communications

1. Procure and gather content for social media and work with social media agency to ensure accurate posts
2. Procure and organize content for weekly insider email, and quarterly newsletter
3. Help the social media agency respond to comments on Facebook and Instagram
4. Answer info@ emails and respond to volunteer sign ups

Events, Décor, and Promotions

1. Work with Executive Director to coordinate on downtown events and activities
2. Gather necessary details for upcoming events to share on website and social media
3. Help coordinate flower baskets, holiday lights, bridge and building lighting and Christmas tree installation

Charm Program

1. Keep Charms up to date and organized (tracking location on fence, submit engraving orders, help with installation, watch for losses, and organize and assist with annual renewals)
2. Assist Director with marketing content for Charm Program
3. Assist Director with communication with Charm donors

Administrative

1. Take notes at Board meetings
2. Help organize Merchant Meetings and take notes
3. Keep Shared Files and photos organized on One Drive
4. Process Mail, make deposits and do data entry in Bloomerang (donor database)
5. Collect relevant Main Street reporting data from multiple private and public sources

Other duties as assigned.

Status

20 hours per week, non-exempt, hybrid remote/in person

Minimum Qualifications

- High School Diploma or GED
- Excellent oral and written communication skills in English. Conversational or fluent Spanish a plus
- Outstanding customer service skills, positive attitude, and growth mindset
- Proficient with Microsoft Office suite
- Ability to communicate effectively and work with the internal and external stakeholders and partners
- Self-motivated, organized, accurate, and detail oriented
- Proven ability to work remotely and meet deadlines and complete assigned tasks in a timely, professional manner
- Able to work productively with minimal supervision, as well as in team settings
- Highest standards of ethics and confidentiality

Employment Details

HDCA is committed to equity in our hiring practices. The hourly range for this position is \$21.00 - \$23.00 per hour. Must be available for some limited weekend and evening hours.

To apply: Send resume and cover letter to Aimee Sheridan at aimee@historicchelan.org

We are a 501c3 Non-Profit and a State and National Accredited Main Street Organization HDCA is an Equal Opportunity Employer