



Special Projects & Admin Coordinator

Job Description

Cheyenne DDA/Main Street

About Cheyenne Downtown Development Authority:

The Downtown Development Authority (DDA) was established by vote in 1984 as an organization to expressly oversee downtown development with district boundaries that include House Avenue on the east, Snyder Avenue on the west, 22nd Street on the north, and the Union Pacific Railroad tracks on the south. The district also includes a small strip on the south of the Central Avenue viaduct that is bounded by Central Avenue on the east, Capitol Avenue on the west, Deming Drive on the south, and West 11th Street on the north.

DDA joined Main Street in 2013 to focus further on the economic development, revitalization and vitality of the downtown district. DDA provides enthusiastic leadership for the economic and physical improvement of Downtown Cheyenne.

Job Description:

The Special Projects & Admin Coordinator is responsible for coordination and oversight of special projects and events led by the DDA, volunteer coordination, and general administration duties that include a variety of activities to ensure the office runs smoothly. All initiatives undertaken within this position will be guided by the strategic direction set by the Board of Directors and the Executive Director.

Primary Duties and Responsibilities:

Works under the direction of the Executive Director to support and bring a higher level of community awareness of, and engagement in, the downtown district through a variety of special projects and activities. This position is also responsible for the coordination of volunteers and day-to-day oversight of administrative office duties.

The Special Projects & Admin Coordinator performs some, or all, of the following:

General Roles & Responsibilities:

- Provides a positive customer experience for anyone who walks in, calls or emails the DDA office
- Works closely with other DDA Staff to ensure a high level of communication and collaboration
- Represents DDA in a positive light at community activities to help raise awareness and enhance the organization's image
- Participate with the Board of Directors and other Staff in developing a vision and strategic plan to guide the organization

Special Project Roles & Responsibilities:

- Create and oversee an annual calendar of DDA-led events, special projects and initiatives; incorporating existing events and creating new events, as needed, to help raise awareness and bring more people downtown
- Oversee event planning and special project planning, programming, permitting (as needed) and associated budgets

- Work with the Marketing Coordinator on marketing and PR campaigns for events and special projects
- Secure and coordinate volunteers for events and special projects; this includes attending to details such as food, t-shirts and 'thank-yous' for volunteers
- Manage and coordinate the setup, oversight, and teardown of events
- Work in close coordination with the City and other partners on events and special projects
- Secure and contract with vendors, performers, etc., as needed
- Create, and grow, new partnerships to expand events/special projects to reach a wider audience

Administrative Roles & Responsibilities:

- Provide a positive experience for anyone who contacts DDA through visits, calls or emails
- Effective management front office duties
- Assist with bookkeeping: collect all invoices, bank and credit card statements, deposit slips and other financial information into a packet for bookkeeper; coordinate monthly packet drop-off and check pick-up with bookkeeper
- Organize and schedule Board meeting and work session locations; coordinate with Executive Director on monthly Board meeting packet
- Send public meeting notices to Wyoming Tribune Eagle for Board meetings and work sessions, as appropriate (time sensitive)
- Board Meetings: keep notes (using recordings, as necessary) to create monthly Board meeting Minutes; provide draft to Executive Director for review; when finalized send out to Board within 3 days of previous Board meeting (time sensitive)
- Banking: log in and deposit checks
- Provide general administrative support including mail, email, printing and scanning
- Prepare correspondence, documentation or presentation materials
- Assist other Staff and the Board President with administrative or clerical support
- Maintain electronic and hard copy filing system
- Update databases on a regular basis, including online databases such as Constant Contact

Qualifications and Personal Characteristics:

- *Adaptability:* demonstrate a willingness to be flexible, versatile and tolerant in an ever-changing work environment while maintaining effectiveness and efficiency
- *Behave Ethically:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Staff, the volunteers, and the Board.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities, often times while multitasking multiple projects at once.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Education and Experience:

- Bachelor's degree, or greater (relevant work experience will be considered)
- 5 or more years of applicable work experience in a professional environment

Skills & Aptitudes:

- Passionate: loves downtown Cheyenne and is passionate about working to improve it
- Outgoing: a "people person" who enjoys networking and meeting new people
- Organized: able to successfully manage multiple projects and priorities simultaneously
- Good communicator: both orally and in writing
- A natural motivator: skilled in getting people excited about projects
- Flexible: ability to work with a variety of people and opinions and to take on new challenges, as needed
- Specific skill set: event and special project planning and coordination
- Specific skill set: office administration and management

Proficiencies:

- Computer proficiency with MS Office Suite (including Word, Excel, PowerPoint, Publisher, etc.)
- Proficient in database management
- Proficient in the operation standard office equipment

Working Conditions:

- The Special Projects & Admin Coordinator will work both in and out of the office. Most of the time will be spent in a front office environment; with a good deal of time spent at events and on special projects, as well as with meeting with partners.
- This position is for a standard 40-hour work week with occasional evening or weekend obligations, at which time the office time may flex. There is no overtime pay.

Salary Range:

- Salary is dependent on a combination of progressively responsible, and relevant, work experience, education and skills. Salary range is \$35,000 - \$45,000. Additionally, DDA offers an annual insurance stipend of \$3,000 and a 3% match to a Simple IRA after one year of employment.

To Apply:

- Send letter of interest and resume to: vicki@downtowncheyenne.com. The deadline to apply is Noon on Friday, October 12th.