



# JOB DESCRIPTION

## COMMUNITY PROJECTS COORDINATOR

<b>JOB TITLE:</b>	<b>Community Projects Coordinator</b>
<b>DEPARTMENT/GROUP:</b>	Non-Represented
<b>REPORTS TO:</b>	Community & Economic Development Director
<b>SUPERVISES:</b>	N/A
<b>FLSA/GRADE:</b>	FLSA Exempt/Full-Time
<b>POSITION OVERVIEW:</b>	
<p>Under limited supervision from the Community &amp; Economic Development Director, the Community Projects Coordinator plans, organizes, and manages community events on behalf of the City. The Community Projects Coordinator provides streamlined services to the organizers of community events, including those that are City-sponsored and those put on by outside organizations for the benefit of the community. The goal of the position is to increase tourism and provide enrichment by engaging with businesses, non-profit groups, and residents in developing and realizing new community gatherings while also guaranteeing the continuation of the events that have become integral to the residents and visitors of Sunnyside. This position requires a high level of flexibility in hours worked due to the nature of community events, and requires a significant amount of work outside of the standard work week. This position is exempt from overtime under the FLSA Administrative Exemption, and requires excellent independent judgment while working within the designated scope of authority. Due to the hours requirements, the Community Projects Coordinator receives 80 hours of flexible Administrative/Executive Leave to use throughout the year.</p>	
<b>ESSENTIAL JOB FUNCTIONS:</b>	
<p>Not all functions are performed routinely, but could be required of the position at any time.</p> <ul style="list-style-type: none"> <li>• Planning, organizing, and coordinating community events that will encourage tourism and provide enrichment to residents;</li> <li>• Develop positive working relationships with numerous other community organizations including but not limited to the Port of Sunnyside, Sunnyside School District, Rotary, Lions Club, VFW, American Legion, and other business, service, social, and community groups;</li> <li>• Serve as the point of contact for Sunnyside businesses and residents for special events, ribbon-cuttings, and special permitting;</li> <li>• Partner and coordinate with other City departments for special event requirements including cash-handling, street closures and parking, security, emergency response, etc.;</li> <li>• Function as on-site point-of-contact for City staff and volunteers for the duration of each community event;</li> <li>• Prepares advertising media for various City functions and events including posters, flyers, mail, email, and radio or TV content;</li> <li>• Manages social media accounts and the City's website for community events;</li> <li>• Manage the City's business license program and interface with the Department of Revenue and business owners/managers to ensure proper licensing and permitting;</li> <li>• Procures services and supplies on behalf of the City of Sunnyside;</li> <li>• Serves as the Staff Liaison for the Lodging Tax Advisory Committee;</li> <li>• Performs other related duties as assigned.</li> </ul>	
<b>REQUIRED MINIMUM QUALIFICATIONS</b>	
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Project Management philosophy and methodology;</li> <li>• Solid understanding of time management principles and timeline-setting with a focus on achievable and efficient deadlines for deliverables;</li> <li>• Knowledge of project tracking and review methods with a focus on continuous improvement;</li> <li>• Understanding and knowledge of setting and working within strict budgets, including cost estimation proficiency;</li> <li>• Knowledge of the history, culture, and identity of the community of Sunnyside and the Lower Yakima Valley.</li> </ul>	



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### **Abilities**

- Excellent interpersonal skills that foster positive and collaborative relationships with contacts, both internal and external, in the course of performing job functions;
- Ability to communicate clearly to a diverse population;
- Ability to take initiative and self-direct work in a highly time-sensitive environment;
- Ability to lead and direct volunteers, contractors, and colleagues with a calm demeanor in stressful situations;
- Strong problem solving skills and the ability to quickly troubleshoot unexpected issues that may arise in time-sensitive situations.

### **Education**

- High school diploma or equivalent;
- Minimum of one year of college level or advanced classwork in project management, organization, or event planning, or a similar area of study. Experience may be considered in lieu of formal education.

### **Experience**

- Significant experience as a volunteer or employee in coordinating or working at large events, (examples: festivals, fairs, concerts, etc.)
- Two years of experience in event or project planning or management.

### **PREFERRED QUALIFICATIONS**

The preferred candidate will have the following:

- PMP certification from the Project Management Institute;
- Bilingual Spanish language ability, both written and oral/auditory;
- Five years of experience as a Project Manager or Event Coordinator.

### **WORKING CONDITIONS :**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors in an office setting, and out of the office at Community Events, both indoors and outside.
- Prolonged periods of sitting at a desk and working from a computer.
- Prolonged periods of standing and walking in preparation for, and attendance at, Community Events.
- Prolonged exposure to outdoor weather in all seasons.
- Evening and/or weekend work is required at events throughout the year.
- Site visits throughout the community are required.
- Must be able to lift and carry up to 25 lbs.
- Must be able to crouch, kneel, twist, and grab.

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City Manager

Date