



Position: Old Sacramento Waterfront
District Coordinator

Reports To: Old Sacramento Waterfront District Operation Manager

Functions: This dynamic full-time position is responsible for keeping the Old Sacramento Waterfront office and staff members organized, supporting stakeholder outreach and district activations. The individual's primary role will be to provide administrative support and project coordination to the Old Sacramento Waterfront District Office, and will support events, activations, promotions and marketing efforts. We are looking for a highly reliable, professional and flexible candidate who will be a strong ambassador for Old Sacramento Waterfront, with outstanding customer service skills and a passion for seeing Downtown Sacramento flourish.

Duties Include, But Are Not Limited To:

Office Duties:

- Serve as a hub of information for stakeholders and customers, provide published literature, and direct inquires to the appropriate resources, staff members or departments.
- Monitor and maintain supplies and place orders as needed.
- Prepare office for meetings
- Maintain office equipment usability (refill paper in printer, copier, call for maintenance when needed).
- Manage the validation program for merchants

Administrative Assistance:

- Provide administrative assistance to District Operations Manager and other staff members as directed: Maintain calendar and schedule meetings; prepare documents for meetings; maintain project books as needed.
- Manage the invoices to be paid and invoice request system with main office
- Maintain and update Old Sacramento merchants, property owners and residents' databases.
- Distribute flyers / monthly calendars / event posters to the businesses and kiosks
- Send out newsletters and emails to stakeholder groups as directed
- Manage and maintain OldSacramento.com website as directed

Project & Events Assistant Responsibilities:

- Prepare documents for meetings
- Manage project timelines as needed
- Assist in pre-production, permitting, and onsite at events and activations as needed
- Must have a reasonably flexible schedule and be available to work weekends and holidays when necessary

Requirements

- Passion for Old Sacramento Waterfront and small businesses.
- Excellent written and verbal communication skills.
- Proficient Microsoft Office Suite.
- Experience with WordPress, CRM software, Teamwork project management, Slack, Adobe Creative Suite (preferred).
- Detail-oriented, highly organized, and proactive.
- Ability to prioritize and thrive in a fast-paced environment
- Flexible schedule as minimal nights & weekends required
- 5 years of professional services with event experience

Compensation

- Competitive salary, commensurate with experience.
- Bonus eligibility.
- Generous paid time off.
- Excellent benefits including health, dental, life, vision and identity theft insurance.
- 401k retirement plan with employer matching.
- Parking
- Telework opportunities*

To apply, email sford@downtownsac.org by 5 p.m. on August 23 with cover letter and résumé. Include start date availability.

** This position is located in downtown Sacramento and is primarily an in-office position with telework opportunities after probationary period complete.*