

Position: Old Sacramento Waterfront District Coordinator

Reports To: OSW District Operation Manager

Functions: This dynamic 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

Applicant must have the following experience

- 5 years of professional services and some event experience
- Skilled knowledge of Microsoft Office Word, Excel, Outlook, and PowerPoint – Bonus if you know Keynote, Illustrator, or InDesign, Teamwork, Slack
- GREAT customer service skills, highly collaborative, professional and display a consistently positive attitude

Compensation

- Starting salary is negotiable (depending on experience)
- Generous paid time off
- Excellent benefits, including health, dental, life, and identity theft insurance
- 401K retirement plan with employer match
- Parking, gym membership, and more

Please submit your professional resume and cover letter to the Old Sacramento Waterfront District Operations Manager, Scott Ford at sford@downtownsac.org.

The DSP will not be accepting any applications from outside agencies. **Please no phone calls, and all resumes should go through email only.**