



Position: Downtown Lawrence, Inc (DLI) Services Coordinator

Position Summary: Part-time Position (15 – 20 hours per week). Responsibilities include but are not limited to administrative support, event planning and execution, social media responsibilities, and meeting attendance and administration.

Environment: Mainly in the DLI office but also would include traversing to downtown businesses and completing tasks for the organization.

Compensation: \$15 per hour with possible increase after 6-month review.

Position Description:

Administrative duties include taking directions from the Executive Director to complete daily tasks, including but not limited to handling phone calls and voicemails, filing, communicating w/ DLI members and the public, administering the gift card program, completing deposits and other basic financial tasks, assisting in the preparation for board and committee meetings, data collection and entry, and other conventional administrative task.

Events duties include but are not limited to administrative tasks in the planning and coordination of events (i.e. supplies, spreadsheets, signage, applications), attending planning meetings when relevant, working the actual event, and other associated tasks.

Social Media duties include assisting in the DLI social media. Depending on the individual's social media skills, it could range from assisting with content creation or collection to crafting complete social media posts from beginning to completion and growing the social media program. Responsibility for producing the weekly Events E-newsletter.

Meeting Attendance may include attending Board meetings and taking minutes, attending committee meetings and taking minutes where applicable, and event planning meetings.

Desired Skills: organizational, keyboard, verbal and written communication, social or people skills, phone, social media, note taking, team attitude, and listening skills.



Additional Information: DLI is a small non-profit organization with a limited budget and resources. The Services Coordinator (SC), in spirit, is supporting the Executive Director and Board of Directors in accomplishing DLI's mission. The SC will always be compensated for time and services rendered but a team mentality is highly valued.

DLI Organizational Summary: Downtown Lawrence, Inc is a 501-C-3 non-profit dedicated to the wellbeing and promotion of the downtown district, including supporting historical preservation. DLI consists, currently, of a volunteer board of directors and a full-time Executive Director. The work of the staff includes a variety of vibrant tasks, including event planning and execution, marketing, social media, membership fulfillment, working with community partners, and managing the popular gift card program.

DLI is an Equal Opportunity Employer with a Non-Discrimination Policy

DLI participates in the KU Work Study Program. Applicants with Work Study eligibility should make that known on application.

Contact:

Andrew Holt

director@downtownlawrence.com

website: www.downtownlawrence.com

Facebook: www.downtownlawrence

Instagram: www.downtownlawrenceks