



Downtown Terre Haute Coordinator Job Description

Overview

The Downtown Terre Haute Coordinator is responsible for planning, organizing and directing special programs and activities of the Terre Haute Chamber of Commerce (TH Chamber), with specific emphasis on development of the Downtown Terre Haute (DTH) initiative. DTH is a wholly owned initiative of the TH Chamber.

The Downtown Terre Haute Coordinator is a part-time, 20 hour/week position. The position may have additional hourly growth opportunities possible in the future, as needs and finances allow.

Reporting

The Downtown Terre Haute Coordinator works under the general direction of the TH Chamber President, who will regularly review his/her work for progress, effectiveness and conformity with established objectives, standards and policies.

Primary Responsibilities

- Serve as primary point of contact for DTH, including encouraging and facilitating a cooperative climate between businesses, community organizations and local government.
- Work with volunteer leadership to develop goals, objectives and action plans for DTH.
- Work with the TH Chamber Staff to ensure committees are appropriately staffed, organized, developed and led, and are working effectively in support of the goals, objectives and action plan adopted by the TH Chamber.
- Coordinate volunteer involvement, including assistance with placing and training volunteers and ensuring volunteer efforts are recognized.
- Collect and develop adequate reporting of key metrics associated with downtown, including occupied businesses, available office space, empty storefronts, etc.
- Work with TH Chamber Staff to manage membership in DTH, including ensuring current records are up-to-date and working with existing staff to recruit new members and collect dues.
- Work with the TH Chamber Staff to develop and track the annual budget for DTH programs; operate within approved program budget.
- Promote events, programs and projects in the downtown using multiple vehicles, including traditional media, public relations and social media.

- Plan, coordinate and manage events, including on-site participation as needed. For each major event, document the event planning process and timeline, preparation, set-up, tear-down, volunteer requirements (number of volunteers and jobs), vendor contracts, permits and insurance requirements, for future reference.
- Seek out and take advantage of opportunities for professional and education development as they relate to the promotion of downtown.

Preferred Experience

- Experience with small not-for-profit community organizations, with particular knowledge of volunteer and committee management, membership management, sponsorship recruitment and board management.
- Ability to build consensus among disparate groups and people through influence and persuasion is important.
- Demonstration of proficient public speaking skills.
- Marketing experience or demonstration of a strong grasp of basic marketing concepts is required.
- Associates degree or higher.

Minimum Requirements

- High school diploma.
- Basic proficiency in Microsoft products.
- Operation of a motor vehicle safely and legally (valid driver's license and use of a personal vehicle required).
- Travel by car as required, with occasional overnight stays (expenses paid) to local and regional meetings.
- Availability to work occasional evenings and weekends.
- Demonstrate dependability and reliability with respect to timeliness, attendance, follow-through and ability to work independently and efficiently.
- Willingness to learn preferred skills as needed.
- Demonstrate ability to:
 - Communicate clearly, effectively and responsively.
 - Think critically.
 - Exercise diplomacy.
 - Recognize sensitive/political situations and act accordingly.
 - Convene stakeholders and facilitate discussion.
 - Speak comfortably in front of large groups.
 - Manage multiple projects, set priorities and shift priorities as needed.
 - Perform comfortably in a largely self-directed work environment.
 - Conduct himself/herself professionally at all times.
 - Conduct himself/herself in accordance with TH Chamber policies and procedures.

Work Environment and Physical Demands

Must be able to have a physical presence in the TH Chamber office, ability to walk the downtown district and to drive to visit merchants and work with business and property managers.

Some of this job is performed at downtown events, including event setup, operation and clean up.

Must occasionally lift and/or move up to 25 pounds, and infrequently lift and/or move up to 60 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits

The salary offered for the Downtown Terre Haute Coordinator position will range from \$15-\$17 per hour and be dependent on his/her experience and qualifications. A pre-determined number of sick and vacation days will be specified in the offer of employment. No other benefits, including insurance, are offered at this time.

To Apply

To apply for the Downtown Terre Haute Coordinator position, send a resume and cover letter outlining your interest and qualifications to:

Terre Haute Chamber of Commerce
Attn: Human Resources
630 Wabash Avenue, Suite 105
Terre Haute, IN 47807

Or via email to: kcraig@terrehautechamber.com