



Canalway Partners – Programs & Special Events Coordinator Immediate Opening

Canalway Partners, a cultural heritage organization, is seeking a highly qualified candidate for the full-time newly-created position of Programs & Special Events Coordinator. The candidate is expected to handle logistics and partner coordination for Canalway's robust calendar of mission-based special events. Canalway hosts five free public events annually as well as three running events and occasional celebrations for project milestones.

Canalway Partners is a 40-year-old non-profit 501(c)3 with a long history of community engagement. We work to preserve the natural and cultural experiences of the Ohio & Erie Canalway National Heritage Area. We serve as a catalyst for projects and programs that connect people to place for the prosperity of all. The National Heritage Area program is affiliated with the National Park Service and works closely with Cuyahoga Valley National Park.

The Coordinator reports to the Executive Director and collaborates with the staff, board and partner organizations. The position is based in Cleveland, OH with WFH options.

Responsibilities:

The Programs & Special Events Coordinator is expected to engage in all aspects of planning and successfully execute special events which include a widespread annual community cleanup, a series of fundraising running races, as well as several partner-focused event series.

Duties include:

- Work with the ED, staff, and board to develop strategy and approach for each event based on mission priorities and annual workplan.
- Provide project management leadership for each event ensuring all logistics are successfully executed.
- Track expenditures to ensure events are within budget parameters. Manage event expenses to achieve acceptable costs.
- Coordinate with other non-profit and community organizations for programming.
- Contract for services and manage contracts with external vendors. Obtain event permits.
- Work closely with Marketing & Communications team to implement the marketing, advertising, printing, and social media plans for all events.
- Provide periodic reporting and thorough analysis of each event.
- Identify and coordinate community outreach activities which may include event tabling.
- Support the Director of Marketing to curate content such as photos and video at events. Write blog, social media posts or web content as necessary.
- Collaborate with staff and board to execute the goals of the annual work plan.
- Other duties as requested by the ED.

Qualities:

- Strategic, creative thinker who can express complex subjects clearly and imaginatively.
- Dynamic personality & self-starter who can build relationships with the board, general public, partner organizations and volunteers.
- Ability and desire to lead public programming which may include walking tours, biking tours, history or nature programs and tours.
- Detail-oriented, innovative thinker who can juggle multiple projects and priorities.
- Technology champion who can use digital tools and databases to help an organization run efficiently. Use data to inform decision-making. Must be comfortable learning new systems and searching out new solutions.
- Flexible personality with both time and energy, understanding that as a public and community-orientated organization, many events and obligations may occur on evenings, weekends, or on holidays. Work days and hours may adjust accordingly.

To qualify for consideration, the ideal candidate should possess:

- Minimum of 3 years work experience in a related field (e.g. non-profit community relations, communications, fundraising, on-site event management) and a bachelor's degree from an accredited university or combined workplace equivalent.
- Ability to physically move supplies such as tables, tents, and boxes to events or assist with load-in.
- Experience, interest or training in environmental or natural sciences, history, outdoor recreation, landscapes, park development, land use planning is beneficial.
- Experience with non-profits, on either a paid or volunteer basis, is beneficial.
- Proficiency in Microsoft Office; some experience with graphic design software, familiarity with Content Management Systems (CMS) such as WordPress.
- Valid driver's license and reliable transportation required.
- Applicants may be subject to a background check.

Compensation: Base salary between \$42,000- \$48,000 dependent on skills and experience; health care coverage, disability and life insurance, flexible schedule, and generous PTO policy.

Application process: Submit cover letter, resume and three writing samples in a **single** PDF file format to Mera Cardenas, Executive Director, Canalway Partners at mera@canalwaypartners.com Title your email "Programs – <first name / last name>".

Writing samples may include letters, newsletter articles, publications, press releases, or grant applications. Links to digital assets such as websites or social media accounts may be included if the applicant was primarily responsible for content. Selected applicants will be contacted to participate in the interview process. Interviews will be conducted on a rolling basis and the position will remain open until filled.