



Downtown Orangeburg Revitalization Association
Job Description

Job Title: Events and Market Coordinator

Reports To: Executive Director

Summary

Coordinates downtown events and farmers market by performing the following duties. Assists Executive Director with clerical work and administrative tasks.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Greets citizens and clients; answers routine inquiries;
- Provides clerical and administrative support as needed.
- Composes and types routine correspondence.
- Organizes and maintains file system, and files correspondence and other records.
- Answers and screens telephone calls, and arranges conference calls.
- Greets scheduled visitors and conducts to appropriate area or person.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Coordinates with Executive Director and prepares public relations material (press releases, etc.)
- Designs and installs marketing and informational material for a variety of events and notifications throughout the community, Facebook and the website.
- Attends events during and after hours, including set up, clean up and assisting when needed.
- Works with Executive Director in the development and implementation of downtown programs and events.
- Assists with the Downtown Farmers Market.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The ideal candidate should be self-motivated and comfortable making decisions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to

one-year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between DORA and the employee and is subject to change by DORA as its needs and requirements of the job change.