

# DISCOVER LANSDALE

## JOB DESCRIPTION

**TITLE:** Program Coordinator

**PURPOSE:** The Program Coordinator will assist the Board of Directors with administrative functions, to successfully carry out the full mission of Discover Lansdale: promoting Lansdale by connecting business, people, and fun.

### **ESSENTIAL FUNCTIONS:**

The Discover Lansdale Program Coordinator will:

1. Assist with the organization and implementation of Discover Lansdale's events & projects.
2. Create awareness and facilitate the continued building of Discover Lansdale's mission.
3. Provide on-demand correspondence (including email, phone, online messaging, and texting) with potential and existing vendors, residents, and others reaching out to Discover Lansdale. Any official Discover Lansdale written communication must be approved by a Discover Lansdale Board member.
4. Keep up to date with and share local articles and published news stories about Discover Lansdale, the Borough of Lansdale, and other related North Penn area events.
5. Send approved email blasts, to a target audience designated by Discover Lansdale.
6. Maintain regular communications with the Discover Lansdale Event Coordinator.
7. May be asked to act as the recording secretary for Discover Lansdale at monthly board meetings. These meetings are typically held on the last Wednesday of every month, in the evening.
8. Be responsible for coordinating and attending First Friday Events, Founder's Day, and other events as requested and directed by the Board of Directors.
9. Develop and maintain event spreadsheets: including vendor data and income/expenses.
10. Provide advertisement sales support with a designated Discover Lansdale Board Member.
11. Assist with publications created to promote Discover Lansdale.
12. Distribute magazines, event postcards, and posters.
13. Maintain Discover Lansdale's storage area.
14. Make bank deposits, as needed.
15. Collect, sort, and distribute mail as necessary.

## JOB SPECIFIC REQUIREMENTS

Support the Discover Lansdale Board with projects, events, ad sales,  
and all activities with the Discover Lansdale name.

### Knowledge and Skills:

- Reside within the Borough of Lansdale
- Proficient in MS Office (MS Excel, MS Word)
- Excellent oral and written communications

### Abilities:

- Work effectively as a member of a team, in conjunction with the Discover Lansdale Board of Directors
- Demonstrate effective listening, inquiry, and feedback skills
- Appropriately respond to customer service concerns and questions and take timely action to resolve situations or inquiries
- Analyze information and evaluate results to choose the best solution and solve problems
- Organize work and successfully manage multiple priorities and tasks
- Be flexible and amenable
- Communicate clearly and concisely in verbal and written communications
- Build effective working relationships with internal and external stakeholders, including sponsors and vendors
- Guard confidential information as it related to the Discover Lansdale Board Meetings
- Work independently; be industrious and go the extra mile
- Implement projects and hold others accountable
- Evaluate programs, make recommendations and implement changes

### Working Conditions:

Work may be performed remotely / out of Program Coordinator's home – this condition may be revisited once Discover Lansdale has a formal office.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive or all inclusive list of responsibilities, duties, and skills required to perform the job.

**Reports to:** Discover Lansdale President

**FLSA Status:** Non-exempt

**Date:** March 2023

I have read and understand the requirements of the above position.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# DISCOVER LANSDALE POLICIES AND PROCEDURES

## 1. Dress Code:

- Discover Lansdale will provide a shirt to be worn at all events and business affairs while representing Discover Lansdale

## 2. Attendance & Vacation:

- Three weeks' notice will be given to Discover Lansdale President for approval for vacation or time off. Administrative Assistant will not plan time off for vacation or time off that will coincide with any Discover Lansdale Event. In case of emergency, Administrative Assistant is required to notify Discover Lansdale President via phone call, not email or text.

## 3. Before & After each event:

- Make sure all equipment, retail items, paperwork, maps, etc. are implemented in designated areas before and after each event.

## 4. Annual Review:

- Will take place every February

## 5. Attendance, Warning & Write-up policy:

- 1<sup>st</sup> occurrence – verbal warning
- 2<sup>nd</sup> occurrence – written warning
- 3<sup>rd</sup> occurrence – final warning
- 4<sup>th</sup> occurrence – termination

***Theft, improper use of equipment, improper treatment to vendors, customers, co-workers, and Discover Lansdale Board members, are unacceptable behaviors and violate policies and procedures.***

***All listed actions are considered unethical and are cause for immediate termination.***

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Board President Name \_\_\_\_\_

Board President Signature \_\_\_\_\_ Date \_\_\_\_\_