

## **Mount Vernon-Lisbon Community Development Group Event Planning Assistant**

### **Overall Objectives**

- Assist Executive Director with the development, planning, execution and documentation of the Mount Vernon Main Street program and all summer activities in the broader Mount Vernon and Lisbon communities.
- Support Executive Director in coordinating all summer events.
- Represent CDG and the cities of Mount Vernon and Lisbon with professionalism and integrity to both local stakeholders, vendors and visitors.
- Working with the Executive Director, fully learn, understand and execute the Main Street approach to downtown revitalization using available resources and networks.
- Working with the Executive Director, build relationships and partnerships with community stakeholders (i.e. business and property owners, elected officials, Cornell College, and community groups and residents).

### **Duties (may include some or all of the following...)**

- Assist the Executive Director and selected CDG committees in planning, organizing and executing of 10+ summer festivals and events.
- Research and apply for grants for project activities and assist with fundraising as appropriate.
- Coordinate activities for all committees in conjunction with the chair of each committee.
- Assist committees with development and implementation of work plans.
- Coordinate advertising and media relations in support of the Executive Director and committees.
- Initiate regular face-to-face contact with business owners and key stakeholders.
- Assist in the coordination of joint promotions and events.
- Educate and inform citizens on the volunteer opportunities available within Mount Vernon and Lisbon.

### **Summer Projects (may include some or all of the following...)**

Job will be flexible, approximately 20 hours a week. Most of that time will be spent working with Director and volunteer committees on planning and organizing several projects over the summer. However, the following dates will be required as part of the internship agreement. Special circumstances will be considered with proper notice.

- Saturday and Sunday, May 4 and 5 – work with Executive Director, to:
  - Assist 8-person Chalk the Walk committee day of event
  - Close down streets, set up chalk squares
  - Put out signage
  - Assign and train volunteers
  - Help set up tents, tables
  - Work with food vendors
  - Manage recycling, compost and trash stations
  - Answer general questions from visitors about the town and the event
  - Clean up any discarded trash, cigarette butts, etc.
  - Assist in putting away tents/tables/signage etc. at the end of the day
  
- Saturday, June 1, work with Executive Director to:
  - Plan and execute annual Chocolate Stroll
  - Manage and train volunteers
  - Hand out maps
  - Coordinate music performances
  - Set up and tear down tents, tables, signage before and after the event
  
- Sunday, TBA, work with Executive Director, to:
  - Greet residents at the Cedar Rapids Kernels Stadium for Mount Vernon-Lisbon Day at the Ballpark, hand out tickets, answer questions
  
- Wednesday and Thursday, July 3 and 4, work with Executive Director, to:
  - Set up for Nitty Gritty Antique Show, may include helping to close down streets, greet vendors and patrons
  - Set up signage
  - Work at least part of the day(s) at the Information Booth informing visitors of food, shopping options
  - Clean up during the event including compost, recycling and trash
  - Work with baseball and football team to assist vendors and volunteers
  - Clean up City Hall bathrooms and other open, public areas
  - Tear down and put away all materials at the end of the event
  
- Friday and Saturday, July 12,13, work with Executive Director to:
  - Close down Main Street with the help of 14-member committee
  - Assist food and game vendors with set up of Heritage Days
  - Assist with coordination of beer tent, music tent, bags tournament
  - Assist volunteers with compost, recycling and trash pickup
  - Help with tear down and clean up Friday and Saturday evenings

- Tuesday, August TBA, work with Executive Director, to:
  - Set up, prepare for and facilitate Annual Volunteer Recognition Ceremony:
  - Working with committee to facilitate event
  - Attending meetings with Director
  - Helping with food speakers and general flow of the evening
  - Assist with tear down and put away
  
- For two weeks at the end of August, work in place of Executive Director, to:
  - Manage all aspects of the CDG while director is on vacation, which may include:
    - Working with businesses
    - Attending meetings in place of Director
    - Receiving visitors at the Visitor Center, answering questions, offering tours
    - Updating website

Note: Additional projects and duties may come up as scheduled and assigned.

### **Qualifications/Required Experience**

- Self-motivated, organized and capable of functioning in an independent environment.
- Excellent oral and written communication skills.
- Microsoft Office (Word, Excel, Access, PowerPoint) required.
- Web design and/or photo editing and graphics experience desirable.
- Reference letters and samples of previous writing/projects/accomplishments required
- Ideal candidate will be working on an undergraduate degree and/or related experience in one or more of the following: event planning, volunteer and/or non-profit management, budgeting, community organizing, grant writing, marketing, design, historic preservation, public relations, small business development, tourism, hospitality and/or event management.

### **Organization**

- Reports to the Executive Director
- Part-time position, approximately 20 hours/week, May to August. (Will move start/end date to accommodate school schedule for the right candidate).
- Flexible hours, including occasional non-standard hours required (i.e. nights, weekends)
- Willing to work with/train the right candidate on all aspects of downtown revitalization, Main Street processes, event planning and execution,

media planning, marketing and promotion

**Compensation**

- Hourly pay based on experience and interest (\$15 to \$20/hour); paid weekly May through August, up to \$400/week

**Those with interest in applying should send three things to the address below:**

1. Reference letter(s) from at least one former employer
2. Samples of previous writing – this is a skill you may be asked to use
3. A resume that details former projects/accomplishments/work or volunteer history

**Interviews will be conducted in the first and second week of March at the Visitor Center, 311 1<sup>st</sup> St. NW, Mount Vernon.**

**Contact:**

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