

Job Description: Program Coordinator  
Department: Sales & Reservations  
Reports to: Partner Services Manager  
FLSA Status: Non-Exempt



**Position Summary:** This Program Coordinator position is an exciting chance to be part of a program at Fort Worden from the ground up. September 30-October 5, 2018, Fort Worden will present a six-day program of lifelong learning experiences that showcase Fort Worden Partners and the Port Townsend region. The first program of its kind at Fort Worden, this is a collaborative effort of the Fort Worden Foundation, the Fort Worden Public Development Authority, and Fort Worden's 14 program partners. This position will shape every aspect of this new event, from lodging to marketing to participant experience. The Program Coordinator will be in charge of all pre-program logistics, designing programming content, day-of coordination, as well as post-program evaluation. 2018 will serve as a pilot year for this program, with the goal of making it a part of regular program offerings throughout the year at Fort Worden.

#### **Position Details**

- Start Date: by February 1, 2018
- Estimated End Date: October 31, 2018 with opportunity of future programming

#### Anticipated Schedule:

- February – June 30: 10 hours weekly
- July 1-October 5: 30 hours weekly (additional hours two weeks before and during project week)
- October 6-31: 10 hours weekly

#### **Principal Duties and Responsibilities**

- Relationship management and collaboration among participating and partner entities at Fort Worden, including but not limited to: Fort Worden Program Partners, Fort Worden Public Development Authority, as well as Port Townsend area nonprofits and businesses.
- Coordinate all pre-program logistics, including but not limited to: transportation, food and beverage, lodging, etc.
- Design a captivating marketing and sales plan for this program that identifies target markets and highlights this unique opportunity to experience Fort Worden's lifelong learning campus.
- Implement the marketing plan using best practice and innovative techniques for reaching this program's target audience.
- Coordinate the Program Committee to design the best-mix of programming over the six-days, with the goal of making each day a must-attend event.
- Coordinate with the PDA reservation, food and beverage, and sales departments to design and implement an operations plan for bookings and catering services.
- Ensure program execution follows established event procedures at Fort Worden and coordinate day-of logistics with all Fort Worden teams.

- Develop and track a detailed program budget throughout the program development and execution.
- Make each participant's experience as seamless, enjoyable, and fulfilling as possible!
- Establish and implement evaluation and documentation of the event.
- Perform other duties and responsibilities as assigned.

### **Minimum Qualifications**

- High School Diploma or GED equivalent.
- Experience in event management including food and lodging, preferably in start-up events and/or new programming. Minimum event coordination experience: 2 years.
- Experience in designing marketing plans and implementing marketing plans, preferably experience using consumer direct lists and experience marketing to adults aged 50+. Minimum marketing experience: 2 years.
- A passion for lifelong learning and place-based and/or multidisciplinary educational opportunities.

### **Knowledge, Skills, and Abilities**

- Excellent communication skills, both oral and written.
- High-level of organizational ability including experience creating detailed plans for diverse audiences.
- Outstanding interpersonal skills and a knack for inspiring and facilitating collaboration
- Proficient computer skills and knowledge, especially Microsoft Office Suite.
- Experience with catering software and property management systems preferred.
- Ability to handle multiple and competing priorities at once.
- Comfort with ambiguity and tight deadlines.
- Ability to handle confidential and sensitive information.
- Ability to work a flexible schedule.

### **Key Competencies**

Key Competencies include event management, multi-tasking, attention to detail, relationship building, problem analysis and solving, communications, confidentiality and integrity.

### **EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort WordenPDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families and groups who seek enrichment and discovery through life-long learning.***

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

\_\_\_\_\_  
Employee (Print Name)

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

\_\_\_\_\_  
Date

## Accounts Receivable/Billing Specialist

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					x
Walking		x			
Standing		x			
Running	x				
Bending or twisting			x		
Squatting or kneeling		x			
Reaching above shoulder level		x			
Climbing (e.g. ladders)	x				
Driving cars, light duty trucks	x				
Driving heavy duty vehicles	x				
Repetitive motion of hands/fingers					x
Grasping with hand, gripping		x			

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			x		
Lifting/carrying 26-50 pounds			x		
Lifting/carrying more than 50 pounds	x				
Pushing/Pulling	x				
Using Foot Controls	x				
Work in/exposure to inclement weather	x				
Work in/exposure to cold water	x				
Exposure to dust, chemicals or fumes	x				
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Swimming, scuba diving	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases	x				
Exposure to blood, body fluid, or potentially contaminated materials	x				
Exposure to needles or sharp implements	x				
Use of hot equipment (e.g., ovens)	x				
Exposure to electrical current	x				
Seeing objects at a distance	x				
Seeing objects peripherally	x				
Seeing close work (e.g., typed print)					x
Distinguishing colors					x
Hearing conversations or sounds	x				

	NA	NE	O	F	C
Hearing via radio or telephone	X				
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

<p><b>Are there any other physical or mental requirements of this position not addressed above?</b></p>
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I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date