



Administrative Coordinator

Job Type: Full-time

Salary: Commensurate with experience

Company Overview:

The Rochester Downtown Alliance (RDA) is a Minnesota nonprofit corporation comprised of a broad range of people, including property owners, business leaders, the city of Rochester, and others with a direct stake in enhanced business and economic development in the downtown district. The RDA also interacts closely with the public, including residents and visitors.

The RDA works collaboratively to build a vibrant downtown community and believes that a strong core positively impacts the greater city of Rochester. The RDA brings downtown to life through events, activation, and advocacy. The RDA's values are:

- **We're the Downtown Experts** - Downtown Rochester is our focus. Everything we do, we have downtown in mind, constantly providing events, programs, and services that meet our vision.
- **Build it Together** - Create and maintain an environment where we are better off collectively than we are individually.
- **Strive for Excellence** - We are dedicated to excellence. Our quest embraces creativity, innovation, and hard work. We pride ourselves on being accessible and approachable to everyone. Our #1 priority is the quality of our events, programs, and services.
- **Be Passionate** - We bring passion and a positive attitude to all we do.
- **Have Fun** - We have fun with everything we do.

Position Responsibilities:

The RDA is seeking an Administrative Coordinator to support our small but mighty team.

We are seeking a truly organized person who loves systems, processes, and efficiency. You will manage our physical and digital files, handle basic bookkeeping, maintain our office supplies and orders, and resolve our IT quandaries. You will be the professional and polished first point of contact for the RDA—setting up meetings, answering phones and general emails, and representing us at events. Depending on the time of year, you will support our event and placemaking programs (Thursdays Downtown, SocialICE etc.). The pace and volume of our work varies by season and every day is different. The successful candidate must be flexible, positive, and adaptable—both self-directed and team-oriented.

Our ideal candidate will also offer proficient graphic design skills and support our communications and marketing team as needed.

Have some, but not all, of these skills? We encourage you to apply anyway if you believe you are a good fit.



Specific Duties:

- General Administration
 - Be the first point of contact for the RDA, including answering phones, managing the RDA's general email account, and greeting walk-in visitors
 - Open and sort mail
 - Maintain our stakeholder database and website listings in a proactive manner
 - Assist the team, especially the executive director with scheduling small and large meetings
 - Plan Quarterly Stakeholders Meetings, Annual Meetings, and other community meetings
 - Assist colleagues with printing and preparing materials and presentations for meetings
 - Book travel arrangements
 - Keep track of credit card receipts and invoices. Work with Bookkeeper to ensure invoices are paid in a timely manner
 - Gather vendor quotes to support event, placemaking, and other work
 - Own our IT assets and manage our relationship with outside IT support
 - Maintain physical office files
 - Order and maintain office supplies
 - Keep storage areas neat and organized
 - Review best practices from other offices and suggest improvements as we go. We value curiosity and a constant appetite for improvement

- Event Assistance
 - Submit RDA events to online community calendars
 - Pull event permits for RDA events and fill out associated paperwork
 - Invoice vendors/exhibitors for annual events. With Bookkeeper, manage payments, late charges, and outstanding balances
 - With Bookkeeper, manage event reimbursements, including meal vouchers for performers
 - Obtain vendor/exhibitors paperwork for RDA events (Certificates of insurance, liquor liability forms, etc.). Carefully track receipt of all paperwork and proactively chase missing documents
 - Recruit volunteer groups
 - Order promotional items, crafts, activities decorations, etc.
 - Prepare and send thank you cards after events to all vendors/exhibitors/partners
 - Pull summary pedestrian count data for events
 - Facilitate Peace Plaza/Central Park/Public Space Rentals on behalf of City/RDA
This includes permitting, paperwork collection, and event staff referrals.



- Graphic Design (Desired but not Required)
 - Support the team in efficiently creating polished, professional, and consistent marketing materials for the RDA's events, campaigns, and projects
 - Produce visually-appealing web, print and digital marketing collateral on quick deadlines
 - Ensure all marketing collateral meets brand standards
 - Work with appropriate vendors to ensure high-quality, production-ready marketing collateral
 - Assist in development of timely reports and updates on results, events, and activities
 - Undertake individual tasks of RDA marketing plan as assigned
 - Study best practices from similar organizations around the country to ensure that the RDA remains an industry leader

- Additional duties
 - Support RDA team on major event sites as needed
 - Support smaller events and programs as requested
 - Assist with special projects and research as assigned

Job Qualifications:

- Bachelor's degree in marketing, communications, graphic design, business, urban planning, or related field preferred.
- 1 to 3 years experience in communications, event management, or administration.
- Excellent written and verbal communication skills.
- Professionalism and discretion.
- Outstanding attention to detail.
- Ability to work positively with others and thrive in a demanding, fast-paced, and rapidly-changing environment.
- Ability to manage multiple tasks that vary in complexity and urgency.
- Self-motivated, empathetic, creative, forward-thinker open to creating new strategies to enhance the Rochester Downtown Alliance and Downtown Rochester.
- Must be able to anticipate communication needs, discern work priorities, and meet deadlines with minimal supervision.
- Demonstrable knowledge of and proficiency in Adobe Creative Suite programs (primarily InDesign, Photoshop, and Illustrator) preferred.
- Experience with website editing preferred.
- Be willing to work occasional evenings and weekends as needed.
- Must be able to lift up to 50 pounds.

Interested applicants, please email cover letter, resume, and three professional references to Holly Masek, RDA executive director, at hmasek@rdowntownalliance.com. Closing date: October 18, 2019.