Position Title: Program Coordinator

Classification: Contract, Part Time

Reports To: Executive Director

FLSA Status: Non-exempt (hourly)

Supervises: N/A

Primary Function
The Program Coordinator is responsible for comprehensive tour and event planning and management, including, but not limited to vendor management, overseeing and working each event and tour, maintaining budget, and evaluating success.

Essential Responsibilities
- Leads the process to organize and manage tours and promotional events throughout the year
- Networks and collaborates with various entities including board members, staff, constituents, volunteers and vendors
- Manages vendors and venues for each event.
- Keeps costs within the allocated budget by utilizing financial skills and has the ability to create accurate reports
- Executes comprehensive event planning, from the seating to the entertainment to ensure a practical and useful experience for guests. Plans details and anticipates potential problems that may arise.
- Plans, coordinates, and manages tours/special events that explore our city’s architectural heritage
- Creates and manages annual tour calendar with Executive Director and Associate Director
- Creates work plans for each event including budgets and database entries
- Coordinates and manages volunteers
- Assists the Special Projects Coordinator with fundraising events as needed
- Embraces the Columbus Landmarks Mission, Vision and Values in all activities

Necessary Qualifications
- Bachelor’s degree in event planning or marketing or related experience
- Three years of relevant experience in event management, tour management or program management
- Valid Ohio Driver’s License
- Proficient in Microsoft Office Suite – Word, Excel, PowerPoint
- Proficiency in Salsa CRM/Engage, Adobe Acrobat, Adobe Photoshop, Adobe Lightroom, Adobe Premier, Photography, Video production/editing a plus
- Strong knowledge of basic accounting practices
- High level of confidentiality, accuracy and excellent organizational skills
- Good communications skills/writing skills
- Ability to work independently and/or in a team environment
- Attention to detail
- Flexible and easily adapts to changing priorities

Work Environment
- Hybrid schedule, office and remote

Physical Demands
- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone.
- Walking, lifting, traveling, standing, climbing stairs, uneven sidewalks, multiple terrains, transport and carry tour/event supplies required on tours
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required

*Columbus Landmarks is an equal opportunity employer.*