



Haverford Partnership for Economic Development (HPED) Seeks Project Coordinator

Organization:

The HPED is a nonprofit organization formed in 2009. Our mission is to promote economic development, support Haverford Township businesses, beautify our business districts and public spaces, and market the Township as a place to shop and dine. Our board of directors is composed of business owners, residents and Township officials.

We hired our first part-time staff member in August 2016, who is now our Executive Director, working 30 hours/week. We have an office at 412 Darby Road where the Executive Director and Project Coordinator work. The Project Coordinator will report to the Executive Director.

We are seeking a Project Coordinator to work 15 hours per week. HPED has been doing exciting work over the past few years, and this position is a great opportunity for someone who loves Haverford Township, wants to be involved in making the community even better, and could be ideal for a stay at home parent with children in school or a retired professional who wants an interesting part-time job.

Responsibilities:

The Project Coordinator will familiarize him/herself with the Main Street program model of economic development and assist the Executive Director and Board of Directors with the following:

ADMINISTRATIVE & OFFICE MANAGEMENT

- Serve as office manager for mail, office files and contacts database
- Manage office supplies and purchase as needed
- Handle clerical duties such as making copies, preparing mailings, etc.
- Write thank you letters and acknowledgement of gifts
- Attend HPED Board Meetings, as needed
- Assist with supervising interns, when needed

MEMBERSHIP DEVELOPMENT

- Manage annual membership drive
- Keep files and lists of membership levels, payments, etc.
- Send reminders to members and answer inquiries from potential members

MARKETING & COMMUNICATIONS

- Assist with communications including our monthly newsletter, Facebook, Instagram, and our two websites www.DiscoverHaverford.org www.HaverfordHomeandGardenShow.org , and serve on the Marketing and Outreach Committees
- Create posters, flyers and other marketing materials using canva.com
- Conduct interviews of new businesses and write welcome articles for our newsletter
- Assist with the development of our Shop Local Campaign
- Assist with updating publications such as our Restaurant Guide, Senior Citizen's Discount Brochure, Business Recruitment Materials, Discover Haverford cards, etc.

SPECIAL EVENTS

Haverford Home & Garden Show

- Assist with coordinating the annual Haverford Home & Garden Show, serving on the committee
- Keep track of sponsor and vendor information
- Assist with communication and arrangements with sponsors, vendors, speakers, and CREC staff
- Assist with marketing the show
- Work during the entire weekend event (March 5-6, 2022)

Moonlight Dining, Taste of the Township and H-Town Holiday Shop Small Saturday Events

- Assist with coordinating and working at these events

Annual Meeting and Meet & Greet Events

- Assist with coordinating the HPED Annual Meeting and Meet & Greet Events
- Coordinate the Annual Awards of Excellence

Other Events

- Work the HPED info tent at other events in the community, such as Township Day, Heritage Festival, etc.

BEAUTIFICATION PROJECTS

- Assist with managing and recruiting volunteers for planting and greening work days
- Work on planters, as needed

Qualifications:

The Project Coordinator should have the following qualifications:

- BA or BS degree strongly preferred
- Resident of Haverford Township strongly preferred
- Outgoing, friendly personality
- Strong organizational skills
- Excellent oral and written communication skills
- Familiarity with Microsoft office, excel, powerpoint, google docs, and social media platforms
- Ability to work independently and on a team
- Ability to be flexible during busy times
- Driver's License and use of a car required
- Ability to lift 25 pounds

Compensation:

The Project Coordinator will work an average of 15 hours/week and will be paid based on the number of hours worked (no paid vacation or holidays). Some weeks will require more hours and other weeks less. The hours will include 1-2 evenings per month for committee meetings, and several weekend days per year when we have events, planting days or our annual retreat.

There is the possibility of additional hours and responsibilities in future years as HPED grows. Starting pay rate per hour will be \$18 - \$20/hour depending on experience.

Apply:

Interested candidates should send a resume and cover letter to Jeanne Angell, Executive Director at jangell@hped.org.