

February 2020

The Crystal City Business Improvement District (BID) is a public-private partnership committed to enhancing the vitality of the National Landing area including Crystal City, Pentagon City, and Potomac Yard-Arlington. The BID coordinates, manages or conceptualizes over 300 of events each year, including weekly events like the farmers' market and our weekly outdoor music series Fridays at the Fountain, as well as larger signature events like Crystal City Oktoberfest. The Crystal City team is small, nimble, focused and efficient.

We're seeking an energetic and creative individual to serve as Event Coordinator and assist with the execution of our events and programs as we work to elevate the greater Crystal City area. The Event Coordinator will provide event and logistics support for Crystal City BID programming. Responsibilities include but not limited to:

- Manage weekly/reoccurring events
- Serve as main point of contact for Potomac Yard property managers
- Support marketing efforts for all events and programs
- Assist with management and storage of event materials and furnishings
- Manage volunteer outreach for programming and events
- Oversee online event calendar and social media for events
- Assist with procurement of vendors and event partners
- Support development and strategy for new events and programming
- Assist with the development of strategic partnerships
- Other duties as required

EXPERIENCE AND QUALIFICATIONS:

- Undergraduate degree in Marketing/Communications/Events, OR at least two years of event experience
- Ability to manage multiple priorities and meet deadlines with minimal supervision
- Strong organizational, written, and verbal communication skills
- High degree of accuracy and attention to detail
- Detail-oriented, self-starter, and problem-solver
- Experience with Adobe Creative Suite
- Technical capability with Microsoft Office including Word, PowerPoint, and Excel
- Experience with social media marketing & strategy preferred
- Team-oriented with a positive outlook
- Collaborative mindset and ability to work in a fast-paced environment
- Familiarity with Arlington County and Crystal City a plus

EMPLOYMENT TYPE: Full-time, salaried; evenings, nights, and weekends as needed to assist in supporting BID programming and events.

SALARY: Commensurate with experience and includes a competitive benefits package.

TO APPLY: Email a cover letter, resume and references to admin@crystalcity.org. Please include your name and "Event Coordinator" in the subject line. Applications will be accepted until March 20th, or until the position is filled. No phone calls, please.

ABOUT THE CRYSTAL CITY BID:

The Crystal City Business Improvement District (BID) is a 501(c)(6) private non-profit established in April 2006 to promote the vibrant Crystal City business, retail, restaurant and residential community. In 2019 the BID's

boundaries were expanded to include Pentagon City and Potomac Yard-Arlington. With this expansion the BID is better positioned to support the area's transformation and build on the momentum that is already underway.

The Crystal City BID provides equal employment opportunities (EEO) without regard to race, color, religion, sex, national origin, age, non-job-related disability, veteran status, genetic information or other protected group status. In so doing, we are committed to ensuring that all employees and applicants for employment are afforded an equal opportunity to pursue job opportunities to the extent possible. This job announcement, and any application submitted pursuant to it, is not an offer of employment or an employment contract.