

Calle Dos Cinco in Historic Capitol Hill



JOB OPPORTUNITY

JOB TITLE: Community Events Coordinator

LOCATION: Oklahoma City (On-Site) – Not a remote position

STATUS: Part-Time (20-30 hours per week), including evenings and weekends as needed for events

ABOUT CALLE DOS CINCO

Calle Dos Cinco in Historic Capitol Hill (C25) is dedicated to preserving, supporting, and promoting Capitol Hill as a vibrant, multicultural neighborhood business district. Through community events, cultural initiatives, and business district improvements, we celebrate the rich Latino heritage of Oklahoma City while fostering economic growth and civic engagement.

C25 operates as part of the Historic Capitol Hill Business Improvement District (BID) and functions as a 501(c)(3) nonprofit organization. To learn more, visit historiccapitolhill.com.

JOB SUMMARY

The **Community Events Coordinator** will oversee all aspects of event planning, from concept development to logistics, capable of managing multiple projects simultaneously. While ensuring alignment with Calle Dos Cinco's mission. This position requires close collaboration with local residents, businesses, and volunteers to foster community engagement, promote cultural awareness, and ensure successful events.

This position involves:

- **Managing event logistics:** Overseeing venue selection, vendor coordination, transportation, and event setup.
- **Budget management:** allocating resources, and ensuring events stay within budget.
- **Marketing and promotion:** Collaborate in developing marketing strategies to maximize attendance and community engagement.
- **Volunteer recruitment and coordination:** Engaging and organizing volunteers to assist with event operations.
- **Stakeholder engagement:** Collaborating with community leaders, businesses, and organizations to enhance event success.
- **Identifying community needs and interests:** Understanding what types of events resonate with the community and address local concerns.
- **Developing event concepts:** Creating unique event ideas that align with C25's mission and community goals.
- **Post-event analysis and reporting:** Evaluating event impact, gathering feedback, and identifying improvements for future events.

ESSENTIAL RESPONSIBILITIES

Event Coordination

- Plan, organize, and execute all community events produced by Calle Dos Cinco
- Oversee event logistics, including staffing, volunteers, permitting, and vendor coordination
- Manage on-site event setup and breakdown, including tents, barricades, AV equipment, and other materials
- Lead volunteer committees to create culturally enriching events that reflect the diversity of Capitol Hill
- Monitor event budgets, timelines, and logistics to ensure successful execution

Marketing & Community Engagement

- Collaborate with the C25 team on event promotion strategies to develop and coordinate event-related marketing materials, including website, social media content, newsletters, and posters
- Engage with local businesses, residents, and community organizations to strengthen event participation and outreach

Administrative Duties

- Maintain detailed event budgets, expense reports, and event checklists
- Keep an up-to-date database of vendors, partners, and volunteers
- Represent Calle Dos Cinco at city service meetings, community forums, and industry conferences
- Provide additional support to the leadership team as needed

SKILLS & QUALIFICATIONS

- Bachelor's degree in event management, marketing, community development, or related field (or equivalent experience)
- Experience in event planning, volunteer coordination, and community engagement
- Strong organizational and time-management skills with the ability to manage multiple projects simultaneously
- Excellent communication and interpersonal abilities to engage with diverse stakeholders
Bilingual (English/Spanish) is a plus
- Experience working in culturally diverse communities, with a strong understanding of the Latino community and Capitol Hill neighborhood preferred.
- Graphic design skills (Adobe InDesign, Photoshop, or similar) are a plus.
- Ability to work flexible hours, including evenings and weekends.

WORKING CONDITIONS

- Work primarily on-site in Historic Capitol Hill, with some administrative work
- Must be comfortable moving around the district on foot or via other transportation methods
- Ability to lift and transport event materials up to 30 lbs
- Willingness to work outdoors in varying weather conditions

We encourage you to apply regardless of meeting all qualifications and/or requirements. Calle Dos Cinco in Historic Capitol Hill is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Last Updated: 02/25/2025