JOB DESCRIPTION: COMMUNITY EVENT MANAGER

Position: Community Event Manager
Reports to: Director of Programs
Position Type: Full Time, On-Site
Salary Range: $60,000-$80,000 (commensurate with experience)

Who Are We?

World Design Capital San Diego Tijuana 2024 is a year-long celebration of our innovative cross-border region as we come together to design a better future.

World Design Capital® (WDC) is designated every two years by the World Design Organization® (WDO) recognizing cities for their effective use of design to enhance economic, social, cultural and environmental quality of life. This 2024 designation provides our region a year-long international showcase of design through unique experiences and explorations that stimulate thinking and bring our communities together to celebrate what makes San Diego-Tijuana exceptional.

Our community has an incredible opportunity that only comes once in a lifetime. Through the WDC year-long program, we can establish San Diego-Tijuana as a leader in community-driven design, promoting the region as a global center for innovation, creativity, and design.

Want to Become a Part of Our Team?

This job is not for everyone. We're exploring new realms. Pushing new boundaries and creating definition where there isn't always clarity. We understand that we are better together, as a team, a community, a region – so if you're up for a meaningful challenge that will expand your understanding of design and innovation, read on.

Community Event Manager

The Community Event Manager is responsible for the overall management of the community submission process to build out the community event calendar of World Design Capital 2024. This person will make sure that all programs included in the WDC 2024 program year are approved and meet all the requirements of qualifying as a WDC 2024 program or event. They will also be responsible for identifying under-represented communities and developing strategies for outreach and inclusion with the Community Engagement Manager. This role will also be integral in the overall successful implementation of the WDC 2024 Signature Events in collaboration with the Director of Programs.

Responsibilities

Manage submission process for outside programs to be included in the WDC program
   ● Manage the online submission portal and associated data
• Categorize programs per established format for determination of where they fit in the WDC 2024 calendar
• Work with the Community Engagement Manager to reach communities not actively participating in the submission process
• Lead weekly/monthly review cycle among staff
• Provide a list of approved/endorsed initiatives to the Director of Programs for dissemination to the WDO, the Board of Directors, Design Council and Advisory Board for information/consideration on a regular basis
• Manage community partner relationships once endorsed

Manage communications for all endorsed programs. Responsibilities may include:
Liaison between communications team and outside program partners to:
• Manage the process to deliver and sign LOA’s with community partners
• Provide digital assets to endorsed community partners to include on their print materials, social media, websites
• Provide any WDC 2024 guidelines that need to be met during the program year
• Work with website lead to make sure programs are included on website as part of annual program
• Keep calendar of programs up to date

Participate in planning of internal meetings/events – Stakeholder / Donor / VIP etc.
Work with the Executive Coordinator to:
• Develop timelines and budgets
• Manage guest list for stakeholder engagement events
• Secure venue and catering as needed
• Oversee any décor or entertainment needs for the event
• Manage collateral / presentations / reports to make sure that all required documents are ready for specified engagement

Participate as needed in Signature Event Planning and Execution
• As directed by the Director of Programs, participate in the overall planning and execution of 6 Signature Events in 2024 (as needed)

Requirements/Qualifications:
• Excellent organization, project management, and written and verbal communication skills
• Ability to manage multiple projects simultaneously
• Self-starter who works with a sense of urgency while managing and meeting deadlines
• Comfortable working with project management tools such as Monday.com, Slack and Google Drive necessary
• Database management experience a plus
• Strong Cultural competency required
• Bilingual/Bicultural proficiency preferred
• Experience with social media a plus
• Event Planning experience a plus
• Ability to work evenings and weekends and attend community events as necessary
This position offers a competitive salary, a comprehensive benefits package, and opportunities for professional growth and development. If you are a highly organized, detail-oriented individual with a passion for designing meaningful and impactful regional events, we encourage you to apply.

To apply, please submit a resume and cover letter to wdc@wdc2024.org
Position Closes August 25, 2023

Our Position on Justice, Equity, Diversity and Inclusion (JEDI)

Our mission to design a better future is inseparable from our commitment to diversity, equity and inclusion. It is central to this mission that every individual has full opportunity to thrive in the many different kinds of communities in which we work, live and recreate. Self-discovery, and a sense of Community belonging in the context of one's relationship with others, as well as one's relationship to the built environment, are keys to individual flourishing and to the creation of just, healthy and sustainable communities. WDC 2024 is an Equal Opportunity Employer.