



EVENTS COORDINATOR

THE ORGANIZATION

The Union Square Alliance is a 501(C)4 non-profit organization that works to improve the experience for visitors, workers, and residents in the Union Square by promoting a safer and more secure district, enhancing its environmental quality and beauty, and reinforcing the vitality of its economic base. The objectives of the Alliance are to improve safety and security in the district; increase its cleanliness; enhance the visitor experience and the beauty of the area; define and brand the neighborhood; activate our public spaces; promote the district and the businesses located within it; provide a welcoming environment for visitors; help people effectively navigate the district increase the economic viability of the area and create an idea place to live, work and visit. The organization has been in existence since 1999 but was renewed and expanded by vote of the property owner’s location within the district and the City and County of San Francisco’s Board of Supervisors in July 2019.

POSITION DESCRIPTION

This full-time regular non-exempt position reports to the Manager of Public Realm and Events and may also be assigned tasks from other staff. The Events Coordinator provides project support (including coordinating events, community outreach, research) and other projects as assigned.

While work hours are typically 9:00 a.m. to 5:30 p.m., Monday through Friday, some evening and weekend work will be required. The Union Square Alliance is using a hybrid model (4 days/week in office and 1 day remote). This is an “at-will” position.

PRIMARY RESPONSIBILITIES

The primary responsibilities of the Events Coordinator are outlined below.

Event Support and Coordination (70%): Assist the Manager of Public Realm and Events in supporting and executing activations and events (such as “Union Square in Bloom “and Winter Walk, for example). This may involve applying for permits, collaborating with partners and vendors, community outreach, gathering and creating marketing materials, and on-site coordination of events. This may also include data collection and program evaluation, research and reporting under the direction of the Digital Marketing Associate.

Streetscapes & Public Realm Support (15%): Assist the Manager of Public Realm and Events with special projects related to the activations and events, beautification projects, landscaping, public art projects, implementation, and evaluation of public realm improvements (as guided by



the Union Square Alliance Strategic Plan). This may involve collaborating with partners and vendors, conducting surveys, and working with the city on permitting (as applicable).

Graphic Design Support (10%): Create collateral per project as necessary for different platforms both physical and digital while using the Union Square Alliance brand or special event style guides consistently. Creating and coordinating the Union Square Brand in the Public Realm through banners, A-frames, Flags and others.

Admin & Committee Support (5%): Work with the Manager of Public Realm and Events to support and coordinate the Streetscapes Committee and Foundation Board meeting. This includes prepping materials before the meetings such as drafting the PowerPoint presentations and helping assist with meeting invitations and tracking attendance.

Other duties as needed.

REQUIREMENTS /QUALIFICATIONS

Candidates considering applying for this position should have some or all of the following qualifications. Applicants must be eligible to work in the United States

- Bachelor's Degree in fields related to marketing, art/design, urban planning, hospitality, business administration or marketing/public relations (recent college graduates are encouraged to apply)
- Advanced skills in the Microsoft Office Suite required (Word, Excel, Outlook, and Power Point).
- At least 2 years of experience in a similar role
- Experience with CRM databases (Salesforce), Microsoft Suite, and other software.
- Design experience including expertise with design software (Adobe, Canva or other)
- Excellent written communication skills
- Experience in event planning or event coordination
- Contract, vendor, and project management experience
- Excellent organizational, communication, negotiating, and multitasking skills
- Photography, videography, and pre/post-production experiences
- Experience with non-profits or City agencies
- Interest in urban management districts, Union Square and San Francisco

COMPENSATION AND BENEFITS

We offer the opportunity to make a difference in Union Square and the City of San Francisco. Work with a diverse team and be exposed to exciting events, initiatives, and projects. Compensation for this full-time regular position is \$55,000-\$65,000/year dependent on experience and qualifications. Other benefits include:



- Medical, dental, and vision insurance (100% employer paid for employee).
- Vacation (10 days first year), sick (12 days), and holiday pay (12 days).
- Employer-sponsored commuter benefits of up to \$150/month.
- Ability to participate in 401K plan (after 90 days of service).
- Professional development allowance up to \$2,000/year.
- Opportunities to gain experience and develop your skills.

TO APPLY

Applications due by **September 30, 2023**. Please include a **resume and cover letter** in your application and use the cover letter to explain your interest in this position and how you are uniquely qualified for the job. Applications without a cover letter will not be considered.

The Union Square Alliance is an Equal Opportunity Employer