

Program Coordinator

About I-195 Redevelopment District

We are a quasi-public state agency (legally defined as a public instrumentality and body corporate and politic). Our mission is to foster economic development on Rhode Island's 195 land and beyond and generate job creation opportunities that embrace the city's demographics by creating an environment that encourages high-value users to build well-designed structures that enhance the value of surrounding neighborhoods and augment the sense of place. We are seeking innovative and hardworking problem-solvers to join our team!

Position Summary

The Program Coordinator assists the Park Manager with coordination of operations and management of the Providence Innovation District Park (Park) located in the I-195 Redevelopment District (District). Responsibilities include, but are not limited to: coordinating and assisting with requests to use the Park, staffing Park events, and assisting with planning and executing programming such as, but not limited to, event rentals, family, arts, and cultural events. This position will report to the Park Manager. The Park Program Coordinator position may be salary, hourly, full-time, part-time, or seasonal depending upon the activity in the Park.

Responsibilities

- Provide day-to-day onsite support to programming in the Park, including reporting maintenance and security issues
- Ensuring seamless setup and breakdown of daily events and programs including providing technical assistance, supervising third-party vendors, and ensuring event schedules are adhered to
- Serving as the Park's point of contact and public-facing ambassador at events
- Assist with the coordination of requests and implementation of events and programming including permitting and licensing
- Assist with Park website and social media updates
- Assist with community and stakeholder relations
- Assist with contract compliance

Key Competencies

- Ability to implement program goals, objectives, policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Resourceful team player, yet able to work effectively independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the Park
- An interest in open spaces, placemaking, and urban redevelopment

Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with two (2) to five (5) years of experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook. Experience with social media management ideal. Experience with AV equipment preferred.

Benefits

Excellent benefits package including Health, Dental, and Paid Time Off

How to Apply

To apply for this position (or to direct any questions) please email your resume and cover letter to questions@195district.com. Please include "**Program Coordinator**" in your subject line. Please submit your information no later than April 25th to be considered for this opportunity.

"The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws."

Salary Range: \$40,000-\$55,000 (may be broken into hourly based on salary range)