

# COME WORK WITH US



York County  
Economic  
Alliance



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## BE OUR NEXT Events Manager

**WHO  
WE'RE  
LOOKING  
FOR**

Most importantly, you must be willing to **have fun, be an extroverted, welcoming personality** with a willingness to meet new people and often be the first face someone sees at an event.

Be an integral part of our Events team, supporting our signature annual events, and our ongoing monthly series events for the **York County Economic Alliance** and **Downtown Inc.** This includes logistics, marketing, speaker and sponsor engagement, set up, tear down, registration, and social media throughout. Examples of these events include, but are not limited to, First Friday in Downtown York, Showcasing YoCo, the Women's Business Center luncheon, Downtown First Awards, Go Green in the City, and Connect Live. You will also be asked to support celebratory ribbon cutting events, and press conferences or economic development tours.

You must have a strong ability to multi-task, meet deadlines, work independently, and prioritize multiple projects with excellent attention to detail.

You would join a department that is revenue-oriented and expected to meet or exceed budgetary goals, with the support of additional staff. This position reports to the Assistant Vice President of Events. This individual will provide guidance and assist in supervision to the Membership Team and the Events Team.

Most importantly, you must be willing to have fun, be an extroverted, welcoming personality with a willingness to meet new people and often be the first face someone sees at an event.

## WHAT YOU'LL BE DOING

- Execute successful events by coordinating all logistics and programming, and identify and implement program and event improvement opportunities.
- Manage event logistics including, but not limited to, set up and tear down, seat assignments, write scripts which include speaker and sponsor remarks, timelines, and day-of registration.
- Serve as lead for the YCEA and Downtown Inc events such as Golf Outing, YCEA Mixer, Women's Business Center Organization (WBCO) luncheons, Sip & Savor, Go Green in the City, and Ribbon Cuttings. Serve in a supporting logistics role for other events such as our Showcasing YoCo Annual Dinner, Economic Insights breakfasts, Downtown Update, Membership events, and advocacy and workforce events.
- Responsible for updating and keeping records in a CRM database, prior experience is helpful.
- Foster relationships with members, merchants, supporters, and sponsors who attend and volunteer at our events.
- Make Things Happen across all of York County including in our seven Trail Town communities where we often have specialized programming to feature the small communities located adjacent the York County Heritage Rail Trail.
- Perform other duties as required.

The compensation range is \$60,000 - \$70,000. This is a salaried position that may require work outside of traditional business hours.

## WHO YOU ARE

- BS/BA degree preferred.
- 3-5 years of event and program management experience preferred but recent graduates will be considered.
- Demonstrated experience in coordinating multiple tasks and achieving results.
- Excellent verbal and written communications skills, and organizational skills.
- Ability to be detail oriented, flexible, work under pressure and meet numerous deadlines.
- Ability to communicate professionally and effectively with colleagues, YCEA and Downtown Inc stakeholders, volunteers, and the general public.
- Ability to juggle multiple projects at the same time, prioritize, and meet deadlines.
- Excellent time management skills.
- Fun, innovative personality with a willingness to create and try new methods of communication and events.
- The ability to thrive in a hybrid work environment that involves both remote and in-person work as needed.

## ADD UP?

## APPLY!

Send cover letter, resume, salary requirements, and the names/contact information for three references in one PDF file to [LSchmaltz@YCEAPA.org](mailto:LSchmaltz@YCEAPA.org) with "Events Manager" in the subject line. Applications will be reviewed on a rolling basis.

**Please submit resumes by Friday, April 11.**

# MORE STUFF YOU'LL WANNA **KNOW:**



## We #MakeThingsHappen in YoCo!

We have a great team and our job is to wake up daily and make positive change occur across our County.

### HOW WE SUPPORT OUR TEAM

We offer competitive benefits that include healthcare, a retirement plan, paid family leave, and tuition reimbursement.

We respect that your personal time is important, that is why we offer paid time off, paid birthday off, and vacation leave, and encourage you to utilize it.

We accommodate flexible in-office and remote working.

We respect and encourage community volunteer involvement.



### OUR COMMITMENT

The York County Economic Alliance and Downtown Inc are Equal Opportunity Employers and are committed to cultivating an environment where all voices are welcomed, celebrated and treated with respect. Our mission is to create equitable economic prosperity.

Our organization is dedicated to provide opportunities to all employees and applicants. We do not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other basis protecting employees and applicants under the law.

Still curious?



@YCEAPA  
@DowntownYorkPa