

Position Title: Event and Community Space Manager

Reports To: Community Economic Development Director

Duration: Permanent

Hours: 1.0 Full Time Equivalent (40 hours/week)

Compensation: \$45,000-\$60,000 (90% employer-paid medical & dental, 401K plan, subsidized transit pass, cell phone credit, paid time off & eight paid holidays)

Organization Description:

The Asian Pacific American Network of Oregon Communities United Fund (APANO CUF) is a 501(c)3 grassroots community organization based in Portland, Oregon. APANO CUF's key strategies are base-building, leadership development, civic engagement, coalition building, strategic communications, policy advocacy, and campaigns. APANO CUF envisions a just and equitable world where API are fully engaged in the social, economic, and political issues that affect us. We are organizing and uniting low-income, limited-English-proficiency, immigrant, COFA migrant, and refugee API communities, activists and allies statewide, in order to improve opportunities and prosperity for all Oregonians. Our strategic focus is to increase social justice and racial equity in Oregon through uniting and mobilizing API communities for equitable education and health, and social systems.

Position Description

APANO CUF is looking for a motivated, organized, and creative individual to staff a 3,000 sqft community space open to the public and coordinate event rentals and community events hosted in the space. There is an additional off-site 4,000 sqft space that this position will manage. The ideal candidate should be social justice and community oriented, and is excited to work in and continue to build a dynamic, queer-friendly, multi-ethnic, inter-generational organization. This individual will be a results-oriented, responsive, responsible, self-aware, dynamic, and passionate person who values and practices direct communication with colleagues and community members.

The Event and Community Space Manager is responsible for two core areas of work: 1) Supervising staff to welcome visitors to the community space and connect them to appropriate resources; and 2) Manage two event spaces, including an off-site space, for community events, private rentals, and revenue generating events. **This position will evolve quickly, with management duties of support staff anticipated. This is a new position that will include a start-up phase.** This position will be expected to remain on-site for daily duties. Anticipated start date is in April 2019.

Position Responsibilities:

Community Space and Event Space Start-Up Phase (First 3 months)

- Manage two spaces: an on-site community space and an off-site event space
- Create booking system and database for space rentals.
- Review and set fee schedule.
- Purchase furniture and other equipment.
- Marketing of event spaces and initial bookings.
- Evaluate needs, manage and coordinate with event staff.

Community Space and Event Rental Management (100%)

- Management of a 3,000 sqft community space, conference rooms, and an off-site 4,000 sqft event space
- Supervise support staff & community navigators to welcome community members to a public space
- Answers incoming phone calls, e-mails and inquiries about the community space and resources available to the public.
- Responsible for oversight of opening and closing the community space during specified hours
- Assists facilities in ordering supplies and materials necessary to the community center
- Helps visitors sign in and navigates them to resources onsite such as housing, business technical assistance, and workforce navigation.
- Handles space rentals for events that will be long-term benefits to our community or for private or revenue-generating events.
- Handle customer experience including intake inquiries, contract signing, event management, invoicing and collection of rental fees.
- Daily maintenance of event inquiry database.
- Manage the community space calendar for rentals, community meetings, and other events.
- Manage volunteers and APANO staff to ensure events are properly staffed.
- Ensure all events align with health and safety regulations and crowd management.

Required Qualifications:

The Event and Community Space Manager will have:

- Working knowledge of managing a calendar for a dedicated space.
- Working knowledge of managing an event space database and related CRM software
- Working knowledge of audio/visual technology and support
- Skill in working with the public and managing interactions with people from a variety of backgrounds and language ability
- Experience in handling a customer experience from inquiry, signing event contracts, and collecting payments from customers
- Experience managing and coordinating projects, volunteers and staff.
- Deep commitment to and vision for APANO's mission and strategic plan
- Self-confidence and the capacity to create and independently move forward a complex agenda with supervision and in a team
- Ability to identify, set priorities, and work plan; move teams of volunteers in line with our goals and strategic direction
- Strong communication skills (both written and verbal) with ability to connect across multiple varied audiences
- The ability to work on deadline and maintain close communication and coordination with supervisor, co-workers and volunteers with minimal supervision, and work well as a team in a collaborative, creative, open-office environment while providing strong leadership
- Respect for and demonstrated experience working with communities of color and people from a variety of socioeconomic backgrounds
- Good sense of humor and grace under pressure

Preferred Qualifications:

- Understanding and experience with community organizing, civic engagement and/or policy advocacy
- Ability to prioritize demands for mission-based events with the need to generate revenue

- Fluent in spoken and written in a second language
- Knowledge of and connection to arts and media landscape in Portland or more broadly in Oregon

How to Apply:

APANO will begin initial review of complete applications submitted by Friday, February 22nd at 5:00 PM Pacific Time. Applications will be accepted after that deadline on a rolling basis. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject title "Event and Community Space Manager".

Complete applications include:

- Cover letter (2 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- At least 3 references, their name, title, email, phone, city and state information, and your relationship to them.

For more information, please email questions to todd@apano.org. Please, no calls.

APANO CUF celebrates diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.