

Director of Operations

Newberg Downtown Coalition

About the Organization

The **Newberg Downtown Coalition (NDC)** is a 501(c)(3) nonprofit organization dedicated to creating a **vibrant, inclusive, and sustainable downtown** that reflects the unique character of Newberg.

Through events, partnerships, and advocacy, NDC works to promote local businesses, support downtown vitality, and strengthen the sense of community that makes Newberg special. Signature initiatives include **First Friday ARTwalk**, the **Newberg Wednesday Market**, **Downtown Cleanups**, **Trick or Treat Street**, and the **Holiday Market**.

NDC operates under the **Main Street Approach®**, focusing on four strategic areas: **Economic Vitality, Promotions, Design, and Outreach**.

About the Role

The Director of Operations manages the daily operations, programs, and events of the Newberg Downtown Coalition. This role ensures efficient administration, volunteer coordination, and successful implementation of NDC's initiatives.

The Director of Operations works collaboratively with the **Executive Director, Board of Directors**, and community partners to strengthen downtown Newberg through collaboration, relationship building, and community engagement.

Job Information

- **Position Title:** Director of Operations
- **Status:** Part-time, non-exempt (approximately 20 hours per week)
- **Reports to:** Board of Directors via Board President
- **Pay Range:** \$30/hr
- **Primary Work Location:** Downtown Newberg, Oregon

Schedule: Flexible; includes occasional evenings and weekends for events or meetings
Primary Location: Newberg, Oregon

Key Responsibilities

1. Daily Operations & Administration

- Oversees the organization's internal processes and systems to ensure efficiency.
- Supports the Executive Director and Board of Directors with administrative tasks, scheduling, budgeting, and record-keeping.
- Manage social media accounts, website content, and event calendar.
- Helps manage communications and reporting for the Board of Directors.
- Oversees and documents key performance markers for the City of Newberg contract.

2. Program & Event Management

- Plans, organizes, and executes community programs and events (such as Trick or Treat Street, Market days, First Fridays Art Walk, Member Mixers, etc.).
- Coordinates logistics, vendors, volunteers, and permits to ensure events run smoothly.
- Tracks outcomes and feedback to improve future programming.

3. Volunteer Coordination

- Recruits, trains, and manages volunteers to support events and ongoing initiatives.
- Builds relationships and fosters a sense of community ownership and engagement.

4. Collaboration & Community Partnerships

- Works closely with the Executive Director, Board, and local businesses to align goals.
- Strengthens relationships with community partners, sponsors, and stakeholders.
- Promotes downtown Newberg as a vibrant, welcoming destination.

5. Mission Implementation & Impact

- Translates NDC's strategic goals into actionable projects.
- Ensures each event or program reflects the organization's mission to enhance downtown vitality, support local businesses, and build community connections.

Qualifications

- Experience in nonprofit operations, program/event management, or community organizing.
- Strong organizational and project management skills.

- Experience recruiting and managing volunteers.
Tech-savvy: MS Office, Dropbox, website CMS, social media.
- Excellent written and verbal communication. Ability to work evenings and weekends as needed.
- Demonstrated experience collaborating with diverse populations and cultivating positive relationships that strengthen community engagement.

Work Environment & Physical Demands

- Frequent presence downtown to oversee events and connect with stakeholders.
- Attendance at events requiring setup, supervision, and cleanup.
- Ability to stand, walk, bend, and lift up to 25 pounds.
- Occasional local travel for meetings and trainings.

To Apply

Please submit a **cover letter**, **résumé**, and to Branden Andersen at
president@newbergdowntown.org

Subject Line: *Director of Operations — Newberg Downtown Coalition*