



### **About Third Place Commons:**

Friends of Third Place Commons, or simply Third Place Commons, is a community-supported 501(c)3 nonprofit organization dedicated to fostering real community in real space by hosting over 900 free events each year and presenting the Lake Forest Park Farmers Market from May to October. We manage the Stadler Meeting Room and host all events taking place in the Commons and on the Commons stage (with the exception of author events presented by our neighbors at Third Place Books). These include events for all ages from toddlers to seniors and range from large and lively concerts to small community meet-ups. Read more at [ThirdPlaceCommons.org](http://ThirdPlaceCommons.org).

**The part-time Development and Programs Assistant** reports to and works closely with the Executive Director (ED) to provide operational support across a variety of areas including fundraising, communications, community programs, the LFP Farmers Market, and general administrative functions.

### **Development:**

- Process donations, maintain donor database, pull reports and data as needed, and prepare thank you letters to donors for ED signature and mailing.
- Assist with preparation and outreach for annual appeal letters and other mailings and online fundraising campaigns.
- Attend Fundraising/ Breakfast/ designated board committee meetings.
- Assist with annual breakfast logistics, planning, preparations, set-up/strike, and post-event tasks.
- Prepare & submit monthly Weekend Music invoices for mall owners Merlone Geier Partners.

### **Programs - Lake Forest Park Farmers Market:**

- Coordinate weekly board volunteer recruitment & reminders for info table at the Farmers Market.
- Coordinate Crafts Fair application process and manage crafter communications/ notifications. Record, track, and help jury crafter submissions (twice per year).
- Assist with Crafts Fair prep, set-up, and staffing (three times per year).
- Receive and track assorted specialized market currency (Market Bucks, SNAP, and Fresh Bucks) returned by farmers and vendors. Report weekly reimbursement totals owed to farmers/vendors.
- Assess Fresh Bucks supply needs and place orders (2-3 times per year).
- Prepare & submit monthly Fresh Bucks invoices. Reconcile with online reports as necessary.
- Coordinate Day Sponsors program (recruit, track, follow-up, remind, and invoice sponsors).

### **Programs – Other:**

- Assist in the planning and support of assorted public events including annual crafts fairs, the Secret Gardens of Lake Forest Park Garden Tour and Market, annual Halloween event, and others.
- Serve as back-up staff member for various public events. Event duties include setting up, running, and breaking down events involving an analog sound board, use of multiple microphones, monitors, stage lighting, special table and seating configurations, and other special set-ups.
- Cross-trained to provide back-up support on a variety of other duties, which may include (among other things) scheduling community partner events, working with partners to plan and execute community events, booking bands for Weekend Music, and preparing/posting monthly calendar copy.

**Miscellaneous:**

- Assist with scheduling the Stadler Room reservations/processing Stadler Room memberships.
- Support general operational needs like monitoring and renewing monthly/annual subscriptions and registrations; processing expenses and financial documentation; tracking and filing contracts, event paperwork, etc.; researching information and resources for assorted operational needs.
- Adding/editing/maintaining web content (Word Press).
- Prep, proofing, sending email marketing blasts (Vertical Response).
- Assist in creating/posting content to social media (Facebook, Twitter, YouTube).
- Assist with the creation and distribution of promotional materials.
- Ordering/purchasing supplies. Receiving occasional deliveries at home & transporting to the office.
- Other duties as assigned.

**Required Experience, Skills, and Qualities:**

- Keen attention to detail and strong administrative and organizational skills.
- Proven ability to prioritize and manage numerous and complex administrative functions.
- Ability to communicate diplomatically both in person and in writing with a variety of customers including colleagues, event contacts, community programming partners, crafts fair applicants, and general public.
- Customer service orientation and professional, timely response to inquiries and requests.
- Ability to work flexible schedule including some weekend availability to work events.
- Ability to regularly lift 25 lbs. Ability to occasionally lift and/or drag objects weighing approximately 50-75 lbs. (e.g. moving large Commons tables or shifting rolled carpet sections).
- Technology skills including MS Office Suite, Google Apps, web-based calendars and social media.
- Familiarity with WordPress and email marketing tools a plus.
- Experience with fundraising and/or donor databases a plus.
- Experience with farmers markets and/or public events a plus.
- Independent transportation required for occasional office errands (bank, post office, poster drop-offs, etc.), transport of event supplies/equipment, etc.

**Work Schedule:** Approximately 8-12 hours per week on average with occasional, seasonal higher demand periods. Flexible schedule (to include Tuesdays during farmers market season) to be agreed upon with ED. Primary work hours will be on weekdays, with occasional weekends and evenings for events.

**Position Classification:** This is a part-time, hourly, overtime-eligible position.

**Pay Rate:** \$17.25-18.50/hour

**To Apply:** Submit **cover letter, resume, and three references** (all in pdf or Word attachment) via email to [jobs@thirdplacecommons.org](mailto:jobs@thirdplacecommons.org). No phone calls, please.

**Application Deadline:** Position will remain open until filled, however priority consideration will be given to applications received by **Wednesday, October 10<sup>th</sup>**.

**We value diversity.** It is the policy of Third Place Commons not to discriminate against any employee or any applicant for employment because of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We strongly encourage applications from members of underrepresented groups for all open positions.