

# Job Title: Clarksburg Yard Event Coordinator

**Job Summary/Objective:** The Clarksburg Yard Event Coordinator will plan and implement weekly events at The Clarksburg Yard from August through October 2024. Events are intended to help the Clarksburg community build relationships through social experiences and create a culture that can change our community to feel more like home. The Event Coordinator will work largely independently, but will report to Beth Wolff, Pastor of Clarksburg Church.

**Responsibilities:** The Event Coordinator will plan and implement the weekly events at The Clarksburg Yard. This includes networking with and booking vendors (e.g. music, food trucks, games), recruiting and managing volunteers (including SSL students), creating graphics and advertising the events, being on-site during the event to monitor the event and troubleshoot as needed.

**Skills and Qualifications:** A successful candidate will be able to work independently with limited direction, communicate well verbally and in writing, design basic graphics using Canva or similar tools, and plan and implement advertising strategies. They will be able to recruit and manage volunteers and vendors. They must also be detail-oriented and able to juggle various logistical pieces of an event. No religious affiliation required.

**Work Environment:** This position is a part time position; most tasks can be done remotely and within flexible hours. The Event Coordinator must be on-site for the duration of each event (most of which will occur in the evenings and/or on weekends). The position is a short-term position from August 2024 through October 2024. Expected hours per week: 5-10.

**Salary and Benefits:** This position is paid hourly at a rate of \$20-25/hour based on experience. This position is not eligible for benefits.

## Organization Overview:

*The Clarksburg Yard is about creating a place for neighbors to connect with each other and be known.*

In the past 20 years, the growth of Clarksburg, MD has outpaced the development of necessary infrastructure and community resources to support those who live here. This has left residents with limited local amenities (i.e. restaurants, libraries, activities, retail, entertainment, meeting spaces, and child care), requiring them to leave their geographical area to find community.

The absence of meaningful multigenerational activities and locations to connect with neighbors hinders the development of a cohesive regional identity. Strengthening local connections and providing more opportunities for engagement is vital to fostering a resilient and connected community.

The development of The Clarksburg Yard is happening in response to those needs. The Clarksburg Yard will one day be a placemaking space with a coffee bar, outdoor green space, and opportunities for multigenerational engagement in Clarksburg, MD. As a placemaking space, The Clarksburg Yard has been intentionally designed with our community in mind to promote social interaction, cultural expression, a sense of identity, and foster a vibrant, inclusive community connection. Step one to this lofty plan is creating opportunities for social engagement.

**Application Instructions:** To apply, please send a cover letter and resume to [bethwolff@clarksburgchurch.com](mailto:bethwolff@clarksburgchurch.com)