



## Programs and Events Coordinator

The Programs and Events Coordinator provides direct administrative, programmatic, and operational support to the Executive Director of the Fort Atkinson Club Community Center. This role is responsible for coordinating and supporting small- to large-scale programs and events, managing space usage logistics, maintaining constituent communications, and ensuring smooth execution and follow-up for all FAC programming.

Located in downtown Fort Atkinson, the Fort Atkinson Club Community Center's historic building offers a unique opportunity to support the community's overall quality of life through inclusive, welcoming programming. FAC serves the community through education, arts, well-being, business, and civic engagement while fostering a culture of lifelong learning, celebration, and belonging.

Operating under Rock River Heritage Inc. (a 501(c)(3) nonprofit), the Fort Atkinson Club Community Center preserves and activates its historic space through accessible arts, wellness, and community programs. The Programs and Events Coordinator plays a key role in supporting FAC leadership and ensuring day-to-day program operations reflect the organization's mission and values.

<b><u>Hours:</u></b>	Full-time, 35 hours per week, flexible with some night and/or weekend work required based on event/programming schedule. Exempt status.
<b><u>Work Setting:</u></b>	In-person at Fort Atkinson Club, 211 S Water St East, Fort Atkinson WI 53538
<b><u>Compensation:</u></b>	\$19/hour with an increase considered at annual reviews.
<b><u>Additional Benefit:</u></b>	PTO, Paid Organizational Holidays
<b><u>Reports to:</u></b>	Executive Director

### **Duties & Responsibilities:**

The Programs and Events Coordinator will be responsible for coordinating events and programming (both internally and externally hosted) at the Fort Atkinson Club. Specific duties will include, but are not limited to:

**Administrative:** basic office duties such as filing/data-entry/printing/scanning/mailing, promptly responding to calls/emails regarding space usage/rental and upcoming programs, overseeing the overall programming and events schedule, scheduling and helping conduct tours of the building, monitoring and ordering office and building supplies as needed.

**Client Communication:** serve as the contact for clients before, during, and after their event, ensuring that all client and event information is accurately entered into CRM software including event feedback, assisting clients with vendor recommendations, and understanding policies.

**Financial Stewardship:** present programming and event rates as defined by the Executive Director, secure fully executed agreements and client payments according to organizational protocol, proactively follow up on any outstanding invoices to ensure efficient financial management and good stewardship of resources, report any issues to supervisor as soon as you become aware of them.

**Volunteer & Event Staff Coordination:** collaborate closely with the FAC Executive Director, actively promote volunteer opportunities and recruit from the community, nurture professional relationships with

existing FAC volunteers, and coordinate appropriate event staffing necessary for programs and events aligned with the project budget.

**Marketing & Communications Support:** work with the entire FAC team to achieve consistent branding for FAC programs, and assist in growing FAC's digital presence including social media updates as needed.

**Event Coordination:** plan, organize, and execute events from start to finish, ensuring all details run smoothly. Responsibilities include coordinating logistics, setting up and breaking down event spaces, arranging tables, chairs, and equipment, and working with vendors and staff to meet event requirements. The role may also involve on-site support during events, troubleshooting issues as they arise, and ensuring spaces are properly restored after tear-down.

**Required Minimum:**

- Minimum one-year professional experience coordinating events, office management, or other related field
- Working knowledge of Microsoft Office 365 suite (specifically Word, Excel, PowerPoint)
- Excellent written and verbal communication skills, ability to professionally engage with individuals from diverse backgrounds while communicating gracious hospitality and inclusion to ensure that all guests at FAC are genuinely welcome
- Highly detailed and organized with a critical degree of accuracy regarding data, communications, logistics, and ensuring knowledge retention
- Impeccable time management skills with the ability to prioritize, meet deadlines, and handle preparations for multiple events at any given time
- Self-starter with the ability to work independently and take the initiative while also being able to be a team player with other FAC staff
- Leadership skills to oversee volunteers and assist with volunteer recruitment

**Preferred:**

- Bachelors degree (or higher) in a business, hospitality, humanities, or social sciences area
- Working knowledge of Google Workspace (specifically Gmail, drive, calendar, docs, sheets, and forms)
- Familiarity using Client Retention Software (CRM) software such as Salesforce, DonorView, NetSuite, or Razor's Edge

**Desired:**

- Bi-lingual in conversational or fluent Spanish

**Expectations:**

- Commitment to the Fort Atkinson Club's mission and vision
- Passion to serve as a community ambassador for the Fort Atkinson Club
- Work ethic rooted in a high level of transparency, integrity, and genuine care

To apply for this position, email a resume and cover letter as a Word or PDF attachment to:  
[Director@FortAtkinsonClub.org](mailto:Director@FortAtkinsonClub.org). Applications will be accepted until the position is filled.

The Fort Atkinson Club does not discriminate on the basis of race, color, religion/creed, gender, gender expression, age, national origin/ancestry, disability, marital status, sexual orientation, or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all our staff, clients, guests, and volunteers.