



Cornerstone West CDC Position Description: Healthy Neighborhoods Event Coordinator

ORGANIZATIONAL BACKGROUND

Cornerstone West CDC is a non-profit organization based in Wilmington, DE. Cornerstone West CDC's mission is to create affordable housing and promote the revitalization of Wilmington's West Side, a unique and historic neighborhood made up of a collection of four small but cohesive communities at the doorstep of downtown. A testament to Wilmington's diversity, the West Side is home to some of the most economically, racially, and socially diverse communities in the state. Cornerstone facilitated the development of a [West Side Revitalization Plan](#) in 2012 and is leading implementation efforts in the areas of economic development, housing, and community engagement as the fiscal and operating agent of the West Side Grows Together neighborhood coalition. Recently, via a pilot program, Cornerstone has expanded its work to partner with organizations to build and replicate successful community economic development programs throughout the State of Delaware. For more information, see our website at westsidegrows.org or find us on Facebook at [West Side Grows \(Wilmington, DE\)](#).

SUMMARY OF RESPONSIBILITIES

The staff person in this position will work within the Healthy Neighborhoods components of the West Side Revitalization Plan to improve the quality of life for West Side residents, business owners, and community leaders through neighborhood activation. The coordinator will organize and participate in a wide variety of parks, gardens, open space, and open streets events. The Coordinator will work closely with the Neighborhood Planning Manager, Housing and Community Development Manager, and the Operations Manager. This position is a full-time, exempt position and will report to the Neighborhood Planning Manager.

RESPONSIBILITIES INCLUDE

- Develop and implement a comprehensive annual events plan in West Side parks, gardens, and open spaces (streets) that align with resource development goals and West Side Revitalization Plan objectives. This includes but is not limited to: Westside Farmers Market at Cool Spring Park, Outdoor Global Classroom Activities / Workshops, MLK Peace March & Celebration, United Neighbors, and Open Streets Wilmington.
- Manage all aspects of event planning, including budgeting, guest invites, venue selection, vendor contracts, resource tables, event logistics, and post-event follow-up/thank yous.
- Conduct pre-planning and debrief sessions with key staff and community partners / leaders / steering committees.
- Collaborate with the team and Operations Manager to develop and execute event marketing and promotion strategies that drive attendance and participation.
- Ensure that all events are executed on time, within budget, and meet or exceed quality standards.
- Manage event staff and volunteers, including recruiting, training, scheduling, and providing ongoing support.
- Prepare and present status reports on event performance, including attendance, revenue and expenses.

- Maintain accurate records of event details, including timelines, checklists, RSVPs, budgets, contracts, and correspondence
- Attend and provide support for additional community engagement events throughout the City (Playstreets, Resource Fairs).
- Ensure all equipment is kept organized, available and inventoried throughout the season.
- Facilitate positive event experience for customers and participating vendors.
- Stay informed of best practices in the field of community development, event planning and participate in workshops and trainings when required.

QUALIFICATIONS

- Bachelor's degree in a related field which has equipped applicant with the knowledge, skills, and abilities to perform the duties of the position, or equivalent experience.
- Minimum 2-4 years experience in event planning, community engagement, public health, or community organizing.
- Demonstrate passion about neighborhood development, resident participation, and the idea of people working together to create positive change.
- Strong project management and organizational skills – with emphasis on project implementation and execution and the ability to manage multiple projects simultaneously.
- Demonstrated ability to think strategically, analyze complex issues, and make informed decisions.
- Outstanding communication and presentation skills with diverse audiences, both written and verbal.
- Ability to occasionally lift up to 50 pounds to move event-related supplies as needed.
- Experience using Google Workspace, Squarespace, Instagram, Facebook, Meta Suite, Slack, Canva preferred.
- Experience in graphic design and social media marketing preferred.
- Fluency in Spanish preferred.

COMPENSATION & CONDITIONS

- The salary range is \$38,000-42,000 annually, based on experience.
- Time commitment is 40 hours per week, exempt.
- Compensation includes a full benefits package such as paid time off, medical, dental, life insurance, and employer contribution to a retirement plan.
- A satisfactory criminal background check, valid driver's license, and acceptable driving record are required at the time of appointment and throughout employment in this position.
- Must have own means of transportation.
- Must be able to traverse sidewalks in neighborhoods that may have uneven pavement or obstacles.
- Must have access to stable internet and phone.
- Must have the capacity to work remotely.
- Must be able to work a flexible schedule, including evenings and weekends, in order to attend community events and meetings.

TO APPLY

Cornerstone West CDC | 710 N. Lincoln Street, Wilmington, DE 19805 | westsidegrows.org



For consideration for this position, please email your resume and 1-page cover letter to hello@westsidegrows.org.

Review of applications will begin immediately and will continue until the position is filled. EOE/M/F/D/V