



## Public Programs Coordinator

The Detroit Riverfront is one of the most vibrant gathering spaces in Michigan. Each year, roughly 3 million people visit the Detroit Riverfront, to meet friends, enjoy the natural beauty, and participate in public programs and more. **The Detroit Riverfront Conservancy seeks a Public Programs Coordinator to build partnerships and craft programming to support the Conservancy's mission of being "a world-class gathering space for all."**

The Detroit Riverfront Conservancy was formed in 2003 as a 501(c)(3) organization with the mission of developing access on the Detroit International Riverfront. The Conservancy is responsible for the development, operations, security, maintenance and programming of the Detroit Riverwalk, Dequindre Cut and associated green spaces in perpetuity.

Each year, the Detroit Riverfront Conservancy hosts more than 250 public programs that are either facilitated by our programming team or by program partners. The Public Programs Coordinator will be responsible for developing programs that connect with underrepresented visitors and fostering partnerships with area organizations to provide public programming. In addition, the Public Programs Coordinator will be responsible for supporting Detroit Riverfront Conservancy's programming team, with programs and events focused on Conservation, Health and Wellness and Education, Arts and Culture.

The Public Programs Coordinator will report to the Senior Director of Programming and Public Spaces.

### Major Duties and Responsibilities

- Plan and coordinate DRFC public programs led by partners and vendors on Detroit Riverwalk and Dequindre Cut
- Foster relationships with partners and community members to inform the development of Detroit Riverfront programs and events
- Serve as point of contact for third-party public programs
- Plan community events to reach out to unrepresented audiences in Detroit Riverfront programming
- Manage staff, program partners and volunteers working at events
- Assist or take lead in setting up, breaking down, and managing registration and check in for programs
- Preparing budgets and grant reports as needed
- Work in conjunction with DRFC educational programs managers on expanding conservation work focused on youth audience
- Support DRFC Programming team in other program and events
- Essential duties and special projects as assigned

### **Your background**

- Bachelor's degree and/or experience in public programming, environmental education, youth leadership, community engagement or public service. Candidates with background in environmental education, youth focused community engagement are preferred.
- Proficient in MS Office, specifically PPT and Excel
- Experience working with the Adobe suite or Canva
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Capacity to lift 20 – 25 pounds
- Ability to have a flexible work schedule - some weekend and weeknight will be required during busy season

### **Who you are?**

- A champion and advocate for the Detroit Riverfront Conservancy's mission and our visitors
- Organized, meticulous and likes the details
- Thrives with feedback and values open communication
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possesses a good sense of humor with the ability to challenge and inspire
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

To apply for this position, please email your resume, cover letter, salary requirements and a list of three references as **one PDF attachment saved as (Your name- Public Programs Coordinator Application)** to [careers@detroitriverfront.org](mailto:careers@detroitriverfront.org). Applications are due by April 8, 2024 at 5pm.

This is a non-exempt salaried position ranged in the low to mid 50s and the compensation package includes medical, dental, 3 weeks paid vacation, and 401K plan.

**The Detroit Riverfront Conservancy is an Equal Opportunity Employer**