



**Position:** Program Manager

**Overview:**

Jim Ellis Freeway Park is a special place. It is a masterwork of Lawrence Halprin, a precedent-setting landscape that defined a new land use typology. It is the result of community activism and forward thinking, a jewel of the Seattle civic process. It is an arboretum, providing respite and connections to nature in a city center. It is a civic gathering place as well as a network of small, intimate spaces. It is a thoroughfare for commuters traveling between neighborhoods seemingly disconnected by I-5. It is downtown Seattle's largest public park -- yet it remains one of its best-kept secrets.

The Freeway Park Association (FPA) is a non-profit organization working to support Jim Ellis Freeway Park since 1993. In partnership with Seattle Parks and Recreation, FPA develops unique programs to activate the Park, raises funds and awareness to ensure the well-being of our community asset and brings people together to enjoy it.

FPA seeks a full time Program Manager with diverse interests to join our team. Working with the Executive Director, three seasonal Park Concierges and a team of volunteers, the Program Manager will lead our dynamic suite of programs (Brews & Tunes, Yoga/Zumba, Painting Parties, etc.) including event design and management, outreach and marketing, staff supervision and coordination with a variety of community stakeholders.

**Areas of Responsibilities:**

**Programming/Events**

- Manage a year-round calendar of park activation
  - Develop/maintain thoughtful programs and events that serve the community and enhance the Park environment throughout the year. Activations include signature events (Fountain Fest), program series (Brews & Tunes) and daily activations (book carts and concierges).
  - Interact extensively with Park users including those from residential communities, professional offices, childcare facilities, arts organizations, hospitals, people experiencing homelessness, etc.
- Manage program/event coordination
  - Maintain program budgets/supplies

- Manage permitting process w/ Seattle Parks & Recreation
- Coordinate event partners, vendors and volunteers
- Coordinate event setup and breakdown w/ staff
- Develop and deliver public announcements at events when necessary
- Supervise seasonal staff
  - Maintain work schedules and timesheets
  - Lead team meetings

#### Outreach/Engagement

- Act as an ambassador for FPA in the Park and at a variety of partner committee meetings
- Conduct public presentations and park tours when needed
- Manage outreach to support FPA's community engagement goals
  - Communication and growth of social media (Instagram, Facebook, Twitter)
  - Creation of monthly e-newsletters
  - On-the-ground information distribution and gathering
  - Approach all outreach through an Equity, Diversity and Inclusion lens
- Co-manage graphic design process w/Executive Director
  - Provide creative direction to FPA graphic designer for seasonal event posters and manage deliverables
- Coordinate with the REACH outreach worker for First Hill and other social service providers working with vulnerable populations in and around the Park

#### Data Collection/Reporting

- Manage daily/weekly data collection in the Park
  - Ensure that visitor counts are done regularly
  - Ensure that intercept surveys are distributed to visitors regularly and at events
  - Ensure that collected data is recorded regularly
- Manage communication with Seattle Parks & Rec about park maintenance/safety
  - Ensure regular walks of Park are done and any maintenance needs are reported immediately
- Coordinate with Executive Director for Urban Parks Partners Reporting and FPA Annual Report.

#### Executive Director Support

- Assist with Membership and Fundraising Goals
- Assist with Capital Improvement Project meetings, presentations and outreach

#### General FPA Support

- Manage FPA office
  - Ensure office is comfortable and well stocked with supplies
  - Coordinate with Building Manager as needed
  - Manage mail and deliveries

- Staff FPA Board and Committee Meetings
  - Record meeting minutes and manage calendars

**Qualifications:**

- Interest in community building, urban public space activation and/or landscape architecture and urban design.
- Experience working with the public ie: events, service industry, customer service etc.
- Must be a self-starter, be comfortable working independently and offer opinions and feedback when called upon.
- Must be comfortable with a flexible work environment, schedule and deliverables. We are a small non-profit team and we all must wear many hats :) so communication and flexibility are key!
- Must be a true "people person," comfortable talking to small groups, individuals, and potential partners with diverse perspectives and from all walks of life.
- Must be willing to work outside regardless of weather conditions.
- Must be able to lift 25 lbs. and be comfortable being on your feet for multiple hours at a time.
- Highly organized and able to meet deadlines.
- Experience with marketing and communications is a plus.
- Experience in a supervisory role is a plus.
- Experience with public art (creation, construction, installation) is a plus.
- Familiarity with the Adobe Suite, graphic design, photography and Wordpress are pluses.

**Details:**

Full time, non-exempt, 40 hours a week w/ varied work schedule and some evenings/weekends

**Compensation:**

Salary range: \$47000 - \$57000 DOE - plus benefits.

**To Apply:**

Send resumes with letter of interest and three professional references to: [riisa@freewayparkassociation.org](mailto:riisa@freewayparkassociation.org) with Program Manager in the subject line. The position will be open until filled.