



Connecting People & Place to Build Community

White Center HUB Event Coordinator

Job Announcement

Position/Classification:	Full-Time (36 hours/week), Permanent, Coordinator
Reports to:	White Center HUB Operations Manager
Location:	Unincorporated Neighborhood of White Center, West Seattle/Burien
Partners/Participants:	White Center youth, families, business owners, community members, and partner organizations in White Center.
Competencies:	Communication, Collaboration, Project management, Administrative support, Group facilitation and coordination, Interagency collaboration.
Salary Range:	\$58,000.00 - \$68,000.00 annually, depending on experience

The White Center Community Development Association (WCCDA) is seeking an experienced, highly organized Event Coordinator to oversee all aspects of event planning and coordination at the new White Center HUB. This role will manage logistics for both internal partner use and external rentals, ensuring that all events reflect the HUB's community-centered mission. The Event Coordinator will supervise event staff and work closely with the HUB Operations Manager to activate the space in a welcoming, efficient, and values-driven manner.

The ideal candidate will be a self-directed professional who thrives in a collaborative environment but can also work independently with minimal supervision.

Job Duties/Major Responsibilities

About the White Center HUB:

Opening in Fall 2025, the White Center HUB (Hope, Unity & Belonging) is a new community-driven project operated by the White Center Community Development Association (WCCDA). The HUB will house nonprofit organizations, a federally qualified health clinic, and a variety of shared spaces including a 2,500 SF event hall, classrooms, a recording studio, a cafe, and more. It is a place for connection, creativity, and collective action — built with equity, anti-displacement, and cultural celebration at its core.

- Plan, coordinate, and execute a wide range of events including public programs, tenant-hosted gatherings, workshops, and private rentals
- Manage all event logistics including booking, staffing, set-up, A/V needs, vendor coordination, and breakdown
- Supervise and schedule part-time event staff or volunteers during events
- Collaborate with HUB tenants and nonprofit partners to support their events and ensure smooth communication around shared space use
- Serve as the main point of contact for clients, renters, vendors, and community groups
- Enforce building policies related to safety, accessibility, and equitable use of space
- Develop and refine event rental packages, pricing, and marketing strategies in partnership with the HUB team
- Collect and track feedback, attendance data, and event reports for ongoing evaluation and improvement
- Build and maintain relationships with local vendors, artists, and neighborhood organizations
- Work evenings and weekends as needed for events, with flexible scheduling to balance work hours
- Ability to lift up to 25 pounds and remain standing for extended periods during event days
- Perform other duties as assigned

Desired Qualifications

The White Center CDA seeks a dynamic Event Coordinator with a strong commitment to equity, social justice, and anti-oppression practices. Familiarity with, or residency within, the White Center community is highly valued. Second language skills are also highly regarded. We are open to considering any combination of experience and training that equips the candidate with the necessary qualifications and skill set. We encourage candidates to consider their capabilities and experience in relation to the following qualifications:

- 3+ years of experience in event planning, community programming, or venue management
- Proven ability to manage logistics, timelines, and teams with a calm, solutions-oriented approach
- Experience supervising event staff or volunteers
- Strong commitment to equitable community engagement and anti-displacement values
- Excellent organizational and communication skills
- Familiarity with tools like Eventbrite, Triple Seat, or CRM platforms is a plus
- Bilingual or multilingual abilities are a plus but not required
- Demonstrated ability to work autonomously while contributing to a collaborative team environment

Physical Demands & Working Conditions

- Work is primarily performed in an office setting, with frequent offsite coordination and community engagement.
- Regular loading and unloading of supplies and event equipment will be required.

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- Must be able to stand, walk, sit, read, speak, and use a computer for extended periods.
- Physical labor, including lifting up to 25 pounds, may be required during events.
- Must have reliable transportation for meetings and event support.
- Regular evening and weekend hours will be required based on event schedules.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Additional Details

The White Center Community Development Association prohibits discrimination based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs, activities, and employment practices. and application for employment as protected under state or federal law.

We are an equal opportunity employer committed to building a diverse, inclusive team. People of color, residents of White Center, and individuals with lived experience in affordable housing are strongly encouraged to apply.

Location: In-person work model; Reliable transportation to/from White Center require Schedule: Monday – Friday with evening and weekend support as necessary

Benefits:

- Employer-paid Health & Dental Insurance
- Employer-paid Life and AD&D Insurance
- Paid Time Off and Sick Leave
- Flexible/Floating Holidays
- Flexible scheduling options for evening/weekend hours
- Professional development opportunities
- A chance to shape a brand-new, values-driven community space

How to Apply

Please email your application to apply@wccda.org with the subject line: “**White Center HUB Event Coordinator**”. Applications should include:

- Resume
- (Optional) Cover letter
- Three references

This position will remain open until filled. Ongoing interviews will be conducted for selected candidates.