



*Connecting People & Place to Build Community*

### **Place Development Admin & Events Coordinator**

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| Job Type:     | Part-Time (30 hours), 12-month temporary with possibility of permanent placement                                                                                                                                                                                                                                                               |
| Reports to:   | Place Development Manager                                                                                                                                                                                                                                                                                                                      |
| Location:     | Unincorporated Neighborhoods of White Center                                                                                                                                                                                                                                                                                                   |
| Closing Date: | Open Until Filled                                                                                                                                                                                                                                                                                                                              |
| Pay Range:    | \$46,000-\$49,000                                                                                                                                                                                                                                                                                                                              |
| Benefits:     | <ul style="list-style-type: none"><li>• Employer paid Health &amp; Dental Insurance</li><li>• Employer paid Life and AD&amp;D Insurance</li><li>• Paid Time Off and Sick Leave</li><li>• Flexible/Floating Holidays</li><li>• Flexible scheduling options for evening/weekend hours</li><li>• Professional development opportunities</li></ul> |

**Priority deadline to apply is Friday, October 23, 2026 at 11:59pm.** Applications will be accepted on a rolling basis after this date until the position is filled.

### **Position Summary**

The White Center Community Development Association (WCCDA) is seeking a reliable, organized, and hands-on **Place Development Admin & Events Coordinator** to support event activities and front desk operations at the HUB.

This position will work closely with the Place Development Event and Venue Lead to help keep the HUB's shared spaces, event operations, and building systems running smoothly.

The role will provide hands-on support for events, including setup, event oversight, A/V support, room resets, and basic troubleshooting, while also learning the HUB's event management systems and procedures. Because this position directly supports event rentals, regular evening and weekend work is required based on the HUB's event calendar.

### **Key Responsibilities**

- Assist and oversee event setup, breakdown, room resets, furniture, signage, and supplies
- Provide on-site support and oversight during events, including evening and weekend work based on the event rental schedule. Workdays and hours will vary from week to week based on scheduled events and operational needs.
- Enforce building rules and regulations during events
- Provide front desk coverage and support day-to-day HUB operations
- Learn and provide basic support for HUB A/V equipment, technology, lighting, and building systems
- Assist with basic troubleshooting and communicate maintenance or building issues to the Event and Venue Manager
- Help maintain organized event storage, equipment, inventory, and shared spaces
- Assist and lead event tours and routine client and renter communication
- Learn and assist with event management systems, including updating event information and completing routine administrative tasks
- Assist with event paperwork, permits, client reminders, proposals, and other established event processes
- Help ensure event spaces are prepared, welcoming, safe, and properly reset
- Support ongoing improvements to HUB event spaces, procedures, and building operations
- This is not an exhaustive list of duties which can change at any time in an environment filled with cross-collaboration across departments which continually serve new and at times unpredictable projects for the White Center Community.

## **Desired Qualifications**

- Strong organizational and communication skills
- Reliable, responsible, and comfortable working independently
- Customer service experience and ability to interact professionally with a wide range of people
- Comfortable learning technology, A/V equipment, and new software systems
- Interest in event operations, venue management, or community spaces
- Ability to lift up to 25 pounds and remain standing for extended periods during events
- Previous experience with events, front desk operations, customer service, venue operations, or similar work is a plus
- Familiarity with event management software such as TripleSeat is a plus, but not required

## **Physical Requirements & Working Conditions:**

- Workdays and hours may vary from week to week, prioritizing evenings and weekends.
- Work is often performed in an office environment but will feature frequent onsite coordination with partnered communities and customers.
- Reliable mode of transportation will be necessary.
- Ability to safely move, lift, and assemble up to 25 lbs. of general equipment with frequency.
- Frequent standing and walking through job locations.
- Consistent time sitting in a computer environment.
- Ability to read and write English.
- Reasonable accommodation may be made to perform essential functions of the job.

**Commitment To Equity:**

The White Center Community Development Association prohibits discrimination based on race, religion, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer committed to building a diverse and inclusive team.

**ALL APPLICATIONS SHOULD INCLUDE:**

- Resume
- Three (3) References of professional or volunteer origin

**To apply** or for more information, please email [hr@wccda.org](mailto:hr@wccda.org) with the subject line: 'Place Development Admin & Events Coordinator.'

**Priority deadline to apply is Friday, October 23, 2026 at 11:59pm.** Applications will be accepted on a rolling basis after this date until the position is filled.

A Washington State Background Check is required as a condition of employment.