

North Missoula CDC Missoula Outdoor Cinema Event & Volunteer Coordinator Job Description

Position title: Missoula Outdoor Cinema Event & Volunteer Coordinator

Reports to: NMCDC Land Stewardship Program Manager

Hours: Part time, seasonal non-exempt position.

Compensation: \$18/hr, up to 10 hrs per week, June 1st-August 31st

About North Missoula Community Development Corporation:

Established in 1996, the NMCDC is a community-based nonprofit organization that develops permanently affordable homeownership opportunities using the community land trust model, advocates to meet community needs, and supports neighbors in building the community they want to live in. The NMCDC honors the *community* part of *community land trust*; we are an organization founded on the tenets of neighbor-initiated action and believe that it is not our mandate to do for – but to act alongside and invest our resources in developing leaders within our community.

We also love to celebrate community by building a pop-up theater each summer! An event idea brought to the NMCDC by the community and a Missoula tradition since 2002, Missoula Outdoor Cinema (MOC) is a donation-based, summertime outdoor film event in the Northside neighborhood. Movies are shown on consecutive Saturdays starting in early July at the Head Start Playground.

Position Summary:

The Missoula Outdoor Cinema Event & Volunteer Coordinator for North Missoula CDC is responsible for volunteer recruitment and management, event admission and concessions management, and general event oversight for a successful season of MOC. The Coordinator will begin in June by assisting NMCDC staff with event planning and fundraising tasks, and is expected to be available to manage volunteers and coordinate each screening for six consecutive Saturdays beginning early July. At the end of the season, the Coordinator will help with final inventory and organization, event assessment, and clean-up through the end of August.

Desired Skills and Qualifications:

- Direct experience managing or coordinating volunteers, or relevant applicable skills
- Interest in fostering community-building, celebratory neighborhood events
- Experience in food service is a plus not but required
- Coordination and organizational skills
- Reliable transportation and a valid Montana driver's license

How to Apply:

Send a resume with two professional references and a brief cover letter stating your interest in the position to Brittany Palmer at brittany@nmcddc.org. Applications will be reviewed on a rolling basis beginning April 11th, 2022. Priority will be given to applicants who submit by that date.