



## **Administrative and Program Coordinator**

### **About Coliseum Central Business Improvement District (BID)**

The Coliseum Central Business Improvement District (BID), established by the Hampton City Council in 1996, is a special service-taxing district authorized under Virginia Commonwealth Law. Covering over 1,900 commercial acres and representing more than 650 property owners and businesses in Hampton, VA, Coliseum Central is strategically located at the intersection of I-64 and I-664, halfway between Williamsburg and Virginia Beach. The district's boundaries are set to be renewed in 2031.

Coliseum Central is primarily funded through a surtax on the property taxes of commercial properties within the BID. These funds are supplemented by event sponsorships, program contributions, and other sources of revenue.

The BID uses its funds to support various projects, programs, and initiatives aimed at enhancing the district's physical appearance, safety and security, and marketing efforts, ultimately fostering a thriving and well-promoted business community.

### **Position Summary:**

Reporting to the Deputy Director, the Administrative and Program Coordinator will provide essential administrative and programmatic support for Coliseum Central. This role involves organizing committee meetings, supporting event logistics, supporting vendor relationships, and ensuring the smooth operation of the district's programs and services.

### **Key Responsibilities:**

- **Administrative Support:**
  - Prepare and distribute meeting agendas, minutes, and other materials for committee and board meetings.
  - Maintain and update committee rosters, attendance records, and other organizational files.
  - Manage scheduling, reminders, and follow-ups for board and committee meetings, and general office calendar.
  - Ensure the organization's shared drive is up to date and accessible.
  - Coordinate all organizational meetings, including ordering and overseeing food delivery, and ensuring proper room setup.
- **Program and Event Coordination:**
  - Assist in the coordination of district events, including planning, promotion, and logistics.
  - Organize meeting logistics, including catering and venue arrangements.
  - Track and assist with sponsorships, grants, and project timelines.
  - Utilize reports from Placer.ai to compliment sponsorship benefits and reports in order to secure additional funding and/or support sponsorship requests.

- Prepare the monthly newsletter for mailing and distribution (i.e. printing, bulk mail preparation).
- **Vendor and Operational Support:**
  - Support with vendor payments and billing package preparation.
  - Coordinate administrative support for event operations, the district Billboard program, and project management.
- **Community Engagement:**
  - Serve as a point of contact for district businesses and stakeholders.
  - Provide information, resources, and support to businesses and residents within the district.
  - Respond to inquiries from community members and stakeholders.

### **Skills and Qualifications:**

- Bachelor's degree in Business Administration, Event Management, or related field (or equivalent experience).
- 2-3 years of experience in administrative support, event coordination, or program management.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word), Google Drive, and Zoom.
- Experience with graphic design tools (e.g., Canva, Adobe Creative Suite) is a plus.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines efficiently.

### **Compensation & Benefits**

The starting base salary is between \$46,000 - \$51,000 contingent on relevant experience.

- 37.5 hour work week (Monday-Friday, 8:30AM-5PM, with a one hour lunch break)
- 5% non-elective 401(K) contribution after one year of employment
- 15 days PTO accrued in the first year
- 13 paid holidays and employee's birthday
- Sick Leave
- Bereavement Leave
- Paid Parental Leave
- Employer paid dental insurance
- Employer paid life insurance
- Employer paid long- & short-term disability
- Contribution toward health insurance
- Professional development opportunities
- Onsite fitness facility
- Fully stocked kitchen with beverages (Keurig & Nespresso/water/soda) and snacks.

**To Apply:** Interested candidates should submit a resume and cover letter to [careers@coliseumcentral.com](mailto:careers@coliseumcentral.com) with "Administrative and Program Coordinator" in the subject line. Applications will be reviewed on a rolling basis until the position is filled. The deadline to apply is April 18, 2025. Applications submitted without these requirements will not be accepted.

Coliseum Central is an equal opportunity employer and welcomes candidates with diverse backgrounds and life experiences.