



Senior Events Manager Job Description

ORGANIZATION OVERVIEW

Powderhorn Park Neighborhood Association (PPNA) is a small-but-mighty community-centered organization. For over 45 years, its various programs, events, and services have continued to enliven the South Minneapolis community. PPNA's missional priorities aim to embrace diverse community voices, foster connections, and help build a healthy community by supporting advocacy efforts that call for adequate resources and equitable legislative change. The association also maintains partnerships with dozens of community-centered organizations, which help further the reach and impact of its work.

ROLE SUMMARY

The Senior Event Manager (SEM) leads a variety of planning and execution related tasks that allow the association to produce events that attract over 25,000 participants annually. Currently, PPNA produces four core annual events that help facilitate community engagement, which is one of its four missional priorities. This role also helps to manage ancillary events and meetings, including its October annual gathering that involves the election of new members to the Board of Directors, who are elected by eligible members of the Powderhorn Park neighborhood. In support of event and meeting management, the SEM oversees a spectrum of accountabilities within project management, partner services, and communications to meet deadlines and milestones.

In support of other fundraising or program events managed by other staff, the SEM will assist as requested and in alignment with what their capacity permits.

CORE ACCOUNTABILITIES

Project Management

- Construct annual event and meeting project plans, and consistently monitor progress against plan deliverables.
- Ensure appropriate staff members are aware of their project plan deliverables and can access the document(s).
- Maintain and facilitate regular events management meetings with all appropriate staff on a year-round basis.
- Conduct a range of planning, outreach, follow-up, and coordination tasks to advance project plan deliverables.

Partner Services

- Utilize online software and tools to manage a range of applications and contracts from artists and contractors.
- Modify applications and contracts in accordance with annual event details and agreed-upon scope of services.
- Respond promptly to each inquiry received from artists, contractors, and (or) volunteers as they arise.
- Prepare and administer partner surveys and (or) focus groups to obtain essential post-event or meeting insights.

Communications

- Partner with the Communications & Operations Director (COD) and Executive Director on all external event and meeting communications.
- Review print and digital communications and collateral related to events and meetings for clarity and accuracy.
- Provide feedback regarding event and meeting communications to the COD in a timely manner.

Event & Meeting Execution

- Recruit and train volunteers in various roles that aid in event and meeting execution as needed.
- Assign staff to day of support roles for events and meetings that include oversight of select volunteers.
- Coordinate staff and volunteer support to facilitate access to conference room space for community members.
- Serve as on-site coordinator for events and meetings, and flex schedule to be present from set up to tear down.

DESIRED QUALIFICATIONS & SKILLS

Required

- Minimum 5 years experience with large-scale event or project coordination.



Senior Events Manager

Job Description

- Minimum 3 years supporting a range of customer service functions across various communication channels.
- Minimum 3 years working with people of diverse cultural backgrounds, lifestyles, and socio-economic standing.
- Availability to work non-traditional hours, evenings, and weekends, as needed for event execution and partner engagement.

Skills

- An Associate's or higher degree (or) presently working toward completion of a degree.
- Strong project management and organizational skills with demonstrated success in taking initiative, managing multiple priorities, meeting deadlines, and driving projects forward independently.
- Excellent interpersonal skills with an ability to remain calm, fair, and professional under pressure.
- Must be strength-based, self-motivated, goal-oriented, and possess strong communication and collaboration skills.
- Ability to model respectful, inclusive, and responsible behavior with people from various backgrounds, identities, and experiences that is consistent with the association's mission, vision, and values.
- Demonstrated ability to think strategically, creatively, and proactively around how to address opportunities and challenges.

Preferred

- Completed Bachelor's Degree or equivalent experience.
- 5-8 years experience with large-scale event or project coordination.
- Experience recruiting and training dozens of volunteers annually.
- Experience with Project Management software like Smartsheet, MS Project and (or) Asana for timeline development and budget tracking, Google Suite/MS Office, Wix, Zappplication, Canva, and Adobe Acrobat.
- Extensive experience managing internal and external communication to meet project deadlines and ensure consistent partner experience and mission alignment.
- Experience in a supervisory/management role working with contractors or staff to execute communication or logistical planning support.
- Proficient writing skills, with the ability to tailor short-form content with organizational branding.

COMPENSATION & BENEFITS

- This is a regular full-time 32-hour per week employment opportunity with a flex schedule. It includes access to medical and dental benefits, with eligibility to participate in a Simple IRA program.
- Salary: \$28.00 - \$32.00 per hour

HOW TO APPLY

- Please send a resume to careers@ppna.org.
- The position will remain open until filled. However, for best consideration, please apply by Monday, December 15, 2025. The position is expected to begin late January or February.
- Resumes will be reviewed on a rolling basis, and select applicants will be invited for an interview.



Senior Events Manager

Job Description

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Powderhorn Park Neighborhood Association (PPNA) is committed to advancing equity and diversity in all that we do. PPNA does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.