

Hudson Hot Air Affair Administrative Coordinator Position

We are seeking a highly organized and detail-oriented Administrative Coordinator to manage the administrative duties for our annual Hot Air Affair Balloon Festival. This is a part-time, year-round position with increased responsibilities from September through early March.

Key Responsibilities:

- Coordinate all meeting logistics, including setting up in person and virtual meetings, distributing agendas and meeting minutes.
- Maintain databases of committee members, pilots, sponsors, and other key stakeholders
- Manage email and voicemail communications, forwarding messages to the appropriate parties
- Assist with fundraising efforts, including updating sponsor letters and forms, and following up with potential sponsors
- Provide support to the Pilot Committee, including communicating with pilots and maintaining pilot records
- Collaborate with the Marketing Committee to promote the event on social media and area calendars
- Be available to work on-site during the 3-day Hot Air Affair Balloon Festival, including pre-event activities.

Required Skills and Experience:

- Proficient in Google Suite (Drive, Docs, Sheets) and Microsoft Office
- Strong written and verbal communication skills
- Excellent organizational and time management abilities
- Comfortable working both independently and as part of a team
- Experience with event planning or project coordination preferred

Compensation:

- Independent Contractor position
- Paid monthly
- Compensation range varies based on experience, \$20-25 per hour.

This position offers a flexible work schedule, with the ability to work remotely. Attendance at monthly meetings (September through February) and the 3-day festival weekend is required.

If you thrive in a fast-paced, collaborative environment and have a passion for community events, we encourage you to apply via resume to hotairaffair@gmail.com.

Hudson Hot Air Affair Administrative Coordinator Job Description and Skills

This is a year around position with a heavier workload from October to early March, with weekly meetings starting in January. There may be occasional meetings in the spring and summer. The work will increase in the fall starting in September with monthly meetings.

Secretarial Duties:

Create and distribute agendas for meetings, with input from officers and committee chairs. Distribute meeting notices, agendas and minutes via email.

Setting up meetings in-person and via zoom.

Take meeting minutes and post them on the HHAA Google drive (ideally within a week of the meeting).

Maintain a current database (spreadsheet) of committee member contact information.

Email:

Monitor HHAA main email and forward emails to officers & committee members as needed.

Phone:

Monitor HHAA voicemail and notify officers & committee members as needed.

Mail:

Check PO Box weekly and notify officers & committee members as needed.

Fundraising:

September: Work with HHAA Officers to update sponsor letters and forms. Maintain and add new potential sponsors to the sponsor database (spreadsheet) on Google Drive.

Prepare mail merge sponsor letters. Assist as needed with sponsor mailing. Distribute a reminder email to sponsors 2 weeks before the sponsor deadline (end of October). Follow up calls one week before the sponsor deadline.

Pilots & Balloons:

Maintain a database (spreadsheet) of pilots, present and past. Provide support to the Pilot Committee as needed. Duties may include pilot communications; posting pilot applications and insurance forms to the Drive; assisting with pilot check-in during HHAA.

Social Media:

Provide support to the Marketing Committee on Facebook, Instagram and listing events on area social media calendars.

Event work:

HHAA is the first full weekend in February. The Administrative Coordinator would need to be available to work at the event during this weekend and possibly the week before, depending on what pre-events are scheduled.

Liaison:

Support Logistics Committee with the City and school communications and applications.

Technology Skills:

Must be proficient using the Google Drive, Word/Google Docs, Excel/Google Sheets. Use of email, phone answering systems, posting on social media (Facebook, Instagram, etc.)

Personal Skills:

An Ideal candidate must be a good communicator, dependable, organized, receive instructions and execute them, able to work independently, meet deadlines, work well with a variety of personalities, and be a good collaborator.

Location:

Most of the job duties can be performed at a location of choosing. Meetings are typically held at the Hudson Public Library on Monday Evenings from 6:00 pm-7:45 pm. Meetings are held sparingly in the off season but ramp up to once-a-month September - October, twice-a-month in November and December and weekly January through the event in February. In-person attendance would be preferred. The weekend of the event includes on-site duties at River Crest Elementary School.