



Position Overview

Title: Event & Partnership Coordinator

Benefits package includes: Employee healthcare, Retirement contribution, 13 paid state/federal holidays, one week of holiday office closure (one week December) in addition to generous PTO package.

Salary \$60,000 - \$80,000

About the Organization

Westside Economic Alliance is a member-based association that advocates for a vibrant economy on the Westside of the Portland Metro region. We believe that means a strong business climate, a well-trained and well-paid workforce, and a diverse and healthy community. We are always looking for ways for our members to engage in high-level conversations about policy and budget opportunities and outcomes.

Position Summary

WEA is looking for someone who is ready to be a part of, and help build, a high-functioning, fast-paced team. We have built a reputation as the go-to organization for bringing together the private, public, and nonprofit sectors to discuss regional priorities and opportunities.

The Event & Partnership Coordinator plays a central role in fostering member engagement, supporting strategic partnerships, and delivering exceptional programs and events. Working closely with and reporting to the Executive Director, this position coordinates WEA's forums, networking events, committee meetings, and special programs while cultivating strong relationships with members, sponsors, partners, and community stakeholders.

The Event & Partnership Coordinator serves as the primary staff liaison to Membership and Golf committees and helps ensure WEA's events and partnerships deliver meaningful value to members and advance the organization's mission.

WEA operates in a hybrid environment, with at least three days per week in the office, along with attendance at in-person committee meetings, forums, networking events, and member meetings. Occasionally work early mornings, evenings, or weekends for events and meetings.



Primary Responsibilities

Event Planning & Program Management

- Coordinate and execute WEA signature events, forums, networking events, and special programs.
- Manage event logistics, including registration, venues, vendors, speakers, catering, materials, and attendee communications.
- Work with the Executive Director to develop engaging events that provide value to members and strengthen WEA's network.
- Manage event timelines, budgets, and post-event evaluations.

Partnership & Sponsor Engagement

- Initiate, cultivate, and manage strategic partnerships with business organizations, chambers, industry groups, public agencies, and community organizations that advance WEA's mission and membership goals.
- Coordinate sponsorship opportunities and ensure fulfillment of sponsor benefits and recognition.
- Identify opportunities for collaborative programming with partner organizations.
- Serve as a point of contact for existing partners and assist with outreach to prospective sponsors and collaborators.
- Represent WEA at community meetings, networking events, conferences, and partner gatherings.

Membership Growth & Engagement

- Lead day-to-day efforts to recruit, retain, and engage WEA members.
- Implement membership recruitment and retention initiatives in partnership with the Executive Director.
- Welcome and onboard new members, helping them connect with WEA programs, committees, and networking opportunities.
- Conduct regular outreach to current, prospective, and lapsed members to strengthen relationships and identify opportunities for engagement.
- Develop and manage processes for gathering member feedback and evaluating membership satisfaction.
- Track membership trends, participation levels, and engagement metrics and provide recommendations for improvement.
- Oversee membership database management and ensure accurate membership records, renewals, and reporting.

Reporting & Administration

- Maintain accurate event, membership, sponsorship, and partnership records.
- Track attendance, event revenue, sponsorship, and participation metrics and provide recommendations for future improvements.
- Prepare reports and summaries for the Executive Director and Board as needed.
- Support organizational projects and initiatives using a collaborative, team-oriented approach.



Preferred Experience

- Experience in event management, partnership development, membership engagement, nonprofit programs, association management, community relations, or a related field.
- Demonstrated experience planning and coordinating professional events, conferences, networking programs, or community gatherings.
- Experience managing relationships with sponsors, partners, members, customers, donors, or community stakeholders.
- Experience using CRM, event registration, membership, or association management software.
- Strong project management skills and ability to coordinate multiple priorities simultaneously.
- Background in sponsorships, fundraising support, membership services, or business development is a plus.
- Commitment to providing exceptional customer service and creating positive stakeholder experiences.

Skills

- Exceptional written and verbal communication skills.
- Experience building professional relationships with elected officials, government staff, business leaders, and community partners.
- Strong attention to detail and ability to manage competing priorities.
- Professional experience using social media and digital communications tools.
- Proficiency with Microsoft Office Suite, SharePoint, Constant Contact, and Canva.
- Experience with Wild Apricot or association management platforms is a plus.

Ability To

- Work independently while managing multiple projects and deadlines.
- Maintain confidentiality and exercise sound professional judgment.
- Exercise initiative, discretion, and strategic thinking.
- Remain flexible and effective in a dynamic, fast-paced environment.
- Deliver exceptional member service with professionalism, responsiveness, and enthusiasm.

Commitment to Inclusion

Westside Economic Alliance is committed to creating an inclusive and welcoming workplace. We strongly encourage applications from women, people of color, members of the LGBTQIA+ community, veterans, and individuals with disabilities. We believe diverse perspectives strengthen our organization and improve our ability to serve our members and community.