



## **JOB DESCRIPTION: PROGRAM and EVENT MANAGER**

The mission of the Irish Cultural and Learning Foundation (ICLF) is to bring Irish heritage to life through dynamic education, vibrant community events, and the celebration of cherished traditions, inviting people of all cultures to connect, learn, and carry the Celtic spirit forward.

You will be a part of a small, passionate team that brings more than 100 events and programs to its guests each year!

The ICLF Program Coordinator plays a central role in the development, delivery, and evaluation of the foundation's cultural and educational programs. This position supports the organization's mission by ensuring programs run smoothly, engages diverse communities, and delivers high-quality experiences that reflect the richness of Irish and Celtic culture.

### **Responsibilities Include**

#### **Program Development & Coordination**

- Coordinate and implement cultural, educational, and community programs (e.g., summer youth programs, storytelling events, workshops, lectures, genealogy services, seasonal activities).
- Work with staff, volunteers, and community partners to ensure timely setup, execution, and follow-up for events and classes.
- Maintain accurate records of program plans, attendance, materials, and outcomes.
- Serve as a primary point of contact for program participants, community members, and partner organizations as applicable.
- Work closely with the Volunteer and Outreach Manager to ensure sufficient volunteers are available for events
- Support recruitment of participants, instructors, volunteers, and presenters for events and classes as appropriate
- Contribute to the development of new ideas and align with organizational strategies to expand the Irish Cultural Center and McClelland Library

#### **Event Logistics**

- Assist in coordinating all aspects of event logistics including equipment orders, venue setup, registration, tech needs, catering and on-site management to ensure a seamless experience for attendees, frequently serving as the primary on-site representative of the organization, independently managing event operations and resolving issues as they arise.
- Scheduling calendars with relevant information for the whole team
- Serve as backup for private rentals

#### **Administrative Support**

- Help prepare program budgets, track expenses, and monitor grant or sponsorship funding tied to specific initiatives as appropriate.



## McCLELLAND LIBRARY

- Work with the Director of Operations to collect, organize, and report data and feedback to inform future programming and improve participant experience.
- Ensure compliance with organizational policies and any applicable safety or accessibility standards.

### Qualifications

#### Required

- Excellent verbal and written communications and interpersonal skills required; ability to listen and to communicate effectively, thoroughly, and accurately
- Strong time management; able to thrive in and enjoy working in a fast-paced work environment; manage events/projects/priorities simultaneously with multiple deadlines and priorities
- Accurately assess the importance of a phone call, email, or document and take timely action to involve the appropriate parties
- Manage multiple projects simultaneously
- Attention to detail with strong organizational skills and follow-through
- Demonstrate strong customer service orientation
- Use judgment/discretion in handling confidential and sensitive information in a diplomatic manner with internal and external parties
- Think proactively and prioritize work in an ever-changing and ambiguous environment with strong follow-through to meet deadlines and attention to detail
- Organized, assertive, and independent
- Basic computer skills (Google workspace, MS Office, email, spreadsheets)

#### Preferred

- Demonstrated interest in cultural programming, education, event coordination, or nonprofit work
- Experience with event planning or program administration in a cultural, educational, or community setting
- Familiarity with Irish or Celtic culture, history, or language is a plus

### Qualification Requirements:

- A bachelor's degree in event planning, nonprofit management, or marketing OR 3 years experience in a non-profit/event organization of a similar size
- Based in office at the Irish Cultural Center and McClelland Library with some flexibility to work from home and flex time depending on events
- Ability to work weekends and non-traditional hours
- Access to reliable transportation
- Frequently required to remain in a standing, stationary position and move throughout shift
- Frequent bending, reaching, lifting, pushing and pulling up to 50 pounds

*\*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job*



## Benefits:

This position will report to the Director of Operations but will interact regularly with the McClelland Library Director and Volunteer & Outreach Manager.

- Salary \$40,000-\$45,000 based on experience
- Employer supported health insurance
- Flexible PTO policy
- Passionate workplace with dedicated people
- Great opportunity to break into an events career!

## To apply:

Email resume and cover letter to [ciara.wittkowski@azirish.org](mailto:ciara.wittkowski@azirish.org) by **February 26, 2026**. We're pleased that you've expressed interest in joining our team. We will review your application and follow up within one week of submission with next steps or an update on your status. Please note that all new hires are subject to a background check.

*The Irish Cultural and Learning Foundation is an equal opportunity employer.*