

**EXCITING JOB OPENING!**  
**Oakland Mills Community Association**  
**Events Coordinator**

**APPLICATION DEADLINE: March 3, 2023**

**February 16, 2023**

The Oakland Mills Community Association (OMCA) has a job opening for a part-time Events Coordinator. The job is on-site at the Other Barn in Oakland Mills weekdays, and occasional weeknights and weekends.

**Responsibilities include, but are not limited to:**

Developing, implementing, and staffing a variety of programs for the community including, but not limited to, concerts, social and educational programs and events, and one-time special events for community residents of all ages. Developing an annual calendar of special events and coordinating social media and communications for Village events. Attending all relevant meetings for event coordinators to plan joint village events. Recruiting and supervising volunteers.

Applicant must be highly organized, proven ability to handle multiple tasks at one time, detail oriented, and possess strong customer service, communication, and computer skills.

The position reports to the Oakland Mills Village Manager.

[Click HERE for job description.](#)

**Applicants bilingual in Spanish and English encouraged to apply.**

**Application deadline: March 3, 2023**

Applicants should submit a resume to [manager@oaklandmills.org](mailto:manager@oaklandmills.org). Correspondence by email only, no phone calls or walk-ins. Due to the volume of inquiries, only qualified candidates will be contacted.

We are looking to fill this position as soon as possible.