



Event & Development Coordinator Job Description

Responsible for the coordination of the development activities and events of the organization, including the Canal Boat Captain's Ball, Cleveland Clinic Akron General Towpath 50, Congressman Ralph Regula Memorial Ride and Lockheed Martin Towpath Freedom 5K. In addition, this position also assists with projects and programs, including educational programs and trail connections and enhancements. Some areas of responsibility include, but not limited to:

- Coordinating the planning and execution of the Canal Boat Captain's Ball.
- Coordinating the Cleveland Clinic Akron General Towpath 50.
- Coordinating the Congressman Ralph Regula Memorial Ride.
- Coordinating Lockheed Martin Freedom 5K.
- Assisting with event promotion and communications.
- Assisting with the planning and execution of the Huntington Towpath Century Ride.
- Assisting with the cultivation of corporate and individual donors.
- Assisting with the implementation of the Resource Development Plan.
- Assisting with educational programming and events.
- Assisting with office functions.

This role is full time working from the Richard Howe House, Monday through Friday. This position requires some weekend and evening work.

To apply please send a resume to Amber Genet at agenet@ohioeriecanal.org. For questions contact the Ohio & Erie Canalway Coalition office at 330-374-5657.