**Mandan Progress Organization Event & Office Coordinator**

Full-Time: 40 hour per week

Salary Range: $22 - $26 per hour depending on skills, experience, and qualifications.

The Mandan Progress Organization strives to generate community quality of place through innovative experiences, attractions, and events.  The MPO role and mission in the community complements those of the City of Mandan, Mandan Park District, Mandan Public School District, Fort Abraham Lincoln State Park, Morton County ,and other civic organizations including the Bismarck-Mandan Chamber EDC and Bismarck-Mandan Convention & Visitors Bureau

The **Event & Office Operations Coordinator** plays a vital role in supporting the day-to-day functions of the Mandan Progress Organization, helping to bring events to life while ensuring smooth internal operations. This individual thrives on organization, efficiency, and teamwork — managing event logistics, maintaining office systems, and assisting with administrative needs. With a hands-on, detail-oriented work style, the coordinator will contribute to the success of programs and events related to the Mandan Progress Organization, Visit Mandan, and the Mandan Morton Community Fund. This position is ideal for someone who enjoys problem-solving, staying organized, and playing a behind-the-scenes role in creating meaningful community experiences. The position reports directly to the MPO Executive Director.

We are looking for individuals that have a passion for promoting the Mandan community, a drive to build new relationships, are interested in the latest trends, enjoys working in energetic environments, and is eager to learn and take initiative.

**Summary**

The Event & Office Operations Coordinator is an essential support member of the Mandan Progress Organization (MPO) team. This position works directly with and reports to the Executive Director, playing a key role in the execution of MPO’s mission through efficient office operations, event logistics, and organizational support. The Coordinator will assist in the delivery of community programs, events, and internal workflows that help the MPO run smoothly. This role involves both indoor and outdoor responsibilities and requires availability during evenings, some weekends, and key holidays — especially during major community events like the Fourth of July.

**Key areas of responsibility**

* Coordinate event logistics including venue booking and permits.
* Assist with event timelines, volunteer coordination, and vendor communication.
* Maintain inventory of event signage and supplies.
* Support registration platforms and check-in processes.
* Maintain office supplies and technology tools.
* Coordinate meetings, schedules, and internal calendars.
* Respond to calls, greet visitors, and handle inquiries.
* Manage digital files and CRM/database entries.

**Team Engagement**

* May be called to assist the MPO team by filling in other roles as necessary.
* Communicate internally with our staff, board members, members, and visitors.
* Performs other related duties as assigned.

**Preferred Skills/abilities**

* Office or nonprofit administration experience.
* Organized, reliable, and tech-savvy.
* Strong multitasking abilities.
* Friendly and professional communication skills.

**Education and Experience**

* Associate or bachelor’s degree preferred, or equivalent work experience.
* 1–2 years of event or office coordination experience.

**Physical demands:** *These physical requirements must be met with or without accommodation.*

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift 25 pounds regularly and up to 75 pounds occasionally.
* Ability to continuously stand or walk during events and meetings.
* Ability to bend, squat, climb stairs and lift occasionally.
* Ability to work longer hours in preparation for and during an event or program.
* Must be available for evening/weekend work during events.

**Work environment:**

* Ability to work outside normal business hours
* May occasionally work outdoors and in environments with temperatures above 100 degrees and
* below 32 degrees.
* May occasionally walk on slippery or uneven surfaces.
* May occasionally climb ladders, stairs, and work off elevated surfaces.
* The selected candidate must be available willing to work at all major Mandan Progress Organization (MPO) events, including but not limited to Mandan Rodeo Days Parade and Art in the Park, Buggies and Blues, Touch a Truck, Lyons Heart Gravel Race, the Annual Dinner, Holiday Lights Grand Lighting, Santa Community Day, Santa Run, and other events as assigned. This role requires flexibility for both daytime and evening event schedules as directed by the MPO Director

**Benefits and Culture:**

* Office is downtown Mandan, ND. Monday – Friday work week, with evenings, weekends and holidays during events or when assigned.
* Engaging work environment, with rewarding community experiences.
* Simple IRA with up to 3% employer match.
* Earned Vacation
* Earned Sick Leave
* 75% coverage of employee health insurance premiums (not to include vision or dental).
* 10 paid holidays.

**Equal Employment Opportunity**

The Mandan Progress Organization does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

Interested candidates should apply online at [www.MandanProgress.org](http://www.MandanProgress.org)

Submit Cover Letter, Resume, and References online to Matt Schanandore, Executive Director

Email: Matt@Mandanprogress.org

Mail: 411 West Main St. Mandan, ND 58554