



EDA Open Positions

Board Member – Volunteer Position

The Ellensburg Downtown Association is looking to fill two seats on the Board of Directors with dedicated and passionate volunteers keeping diversity and equity in mind. The Board is legally and financially responsible for the organization and oversees the Executive Director. Each member of the Board of Directors is brought on after a Board vote. The Board meets the fourth Monday of the month at 4 pm on Zoom. Each Board member **must** also be on a committee (listed below this position). To learn more about the Board of Directors, please email Board President, Megan West, at megan@claimclothing.com.

Required Experience:

- General knowledge of the Ellensburg Downtown Association
- Must be 18 years or older

Helpful Experience:

- Past Board experience
- Past Downtown Association volunteer experience
- Fundraising
- Marketing
- Community development

Expectations:

- Attend the majority of all Board meetings
- Attend the majority of all committee meetings (the committee you select)
- A financial gift to the Ellensburg Downtown Association
- Other contractual agreements will be discussed



Committee Member – Volunteer Positions

The Ellensburg Downtown Association is currently looking for volunteers for the following committees:

- **Equity Committee:** responsible for holding the Ellensburg Downtown Association to a high standard relating to equity and inclusivity within our program, events, and downtown district. Equity Committee will also manage the subcommittees Downtown PRIDE, Downtown ADA, and Downtown Anti-Racism. (you may volunteer on a subcommittee without being on Equity Committee and visa versa) To join any of these committees, email Karin Green, at director@ellensburgdowntown.org.
- **Promotions:** responsible for driving traffic downtown through events and promotional campaigns. This committee meets on the second Tuesday of the month from 12-1 pm. Average time requirement per month: 2-5 hours. To join this committee, email Committee Chair, Jodi Hctor, at hctorj@ci.ellensburg.wa.us.
- **Organization:** responsible for planning fundraising events, recruiting and retaining volunteers, managing the Volunteer of the Month social media program, and creating EDA promotional campaigns. This committee meets on the third Thursday of the month from 12-1 pm. Average time requirement per month: 2-5 hours. To join this committee, email Committee Chair, Taylor Villwock, at Taylor@EllensburgDowntown.org.
- **Design:** responsible for the beautification of downtown. This committee manages the downtown planters and street furniture, roofline lighting, pedestrian safety, and events like Downtown Clean Up and Downtown Planter Day. This committee meets the first Monday of the month from 4-5 pm. Average time requirement per month: 2-5 hours. To join this committee, email Committee Chair, Stephanie Castillo, at stephxx13@gmail.com.
- **Economic Vitality Committee:** responsible for supporting businesses downtown through projects like the new business packet, vacant storefront strategy, pop up shops, and more. This committee meets on the 3rd Wednesday of the month from 9-10 am. Average time requirement per month: 2-5 hours. To join this committee, email Committee Chair, Kelle Vandenberg, at kelle.vandenberg@kchabitat.org.

Helpful experience:

- Working on a team
- Event planning
- Networking
- Understanding of downtown
- Understanding of the EDA
- Marketing / public relations



- Fundraising

Expectations:

- Attend the majority of committee meetings (being proactive about communicating absences)
- Participating in projects, moving them along in and outside of meetings
- Volunteer during project implementation or events throughout the year
- Be kind, open to other's ideas and feedback, and have fun!