



CENTRO CULTURALE ITALIANO DI BUFFALO

Position Title: Programming & Events Coordinator

Reports To: Executive Director

Status: Full-Time, Exempt

Salary: \$45,000 - \$50,000

Position Overview

The Programming & Events Coordinator is responsible for developing and executing all public-facing programs at the Centro Culturale Italiano di Buffalo (CCI), including but not limited to workshops, concerts and performances, lectures, children's programming, and culinary programming. This role is central to how the public experiences the CCI, both in terms of what we offer and how we welcome them.

This position blends planning with on-the-ground coordination. The Coordinator leads a busy calendar of programs to deliver events that are organized, engaging, and mission-driven.

Event & Program Leadership

- Develop seasonal and annual programming calendars in collaboration with the Executive Director and other staff
- Coordinate and execute all CCI programs
- Coordinate with the Executive Director and rest of Centro team on the production of major institutional events: St. Joseph's Day, Italian Heritage Festival at the CCI, and the Annual Gala
- Manage event logistics: timelines, budgets, setup, staffing, registration, vendor coordination

Community Engagement & Public Presence

- Serve as a public-facing representative of the CCI at all events
- Maintain partnerships with presenters, schools, artists, and local organizations
- Cultivate relationships with members and visitors; create an inclusive and engaging program atmosphere

Operational & Administrative Support

- Coordinate with and provide content to social media coordinator for newsletters, website, and social media as needed
- Assist with organization-wide initiatives especially during peak program seasons
- Occasional errands (i.e. laundry drop off/pick up, storage unit runs, etc.)
- Draft programming email and update website with programs & events in collaboration with our Social Media & Communications Coordinator

Qualifications

- 1 yr work or equivalent internship experience
- Excellent organizational skills and ability to manage multiple priorities simultaneously
- Strong written and verbal communication skills
- Professionalism, adaptability, and a collaborative mindset
- Familiarity with Google Workspace, Mac OS, and Square
- Availability to work evenings and weekends+ years of experience in event planning, cultural programming, or nonprofit/public engagement

To apply, please email your cover letter and resume to hr@ccibuffalo.org