



## **Events and Community Engagement Manager Visit Stockton**

**REPORTS TO:** Director of Community Engagement and Brand Development

**FLSA STATUS:** Non-Exempt

### **POSITION OVERVIEW**

Visit Stockton is seeking a highly organized, detail-oriented, and proactive professional to serve as our Events & Community Engagement Manager. This role plays a key part in executing Visit Stockton's signature programs, community initiatives, and organizational events while ensuring a high level of organization, professionalism, and follow-through.

Reporting to the Director of Community Engagement & Brand Development, this position is responsible for coordinating and executing Stockton Restaurant Week, Feast at the Fox, the State of Tourism event, Holiday Party, as well as supporting ongoing programs such as the Stockton Savings Pass, and Director-led community engagement initiatives and programs.

The ideal candidate is a strong project manager who communicates clearly, manages multiple priorities effectively, and ensures that programs and events are executed smoothly. This role balances execution excellence with a high standard of professionalism in partner interactions, contributing to a positive and reliable experience for businesses, organizations, and community stakeholders working with Visit Stockton.

All Visit Stockton team members, regardless of role, share responsibility for promoting tourism's value in our community. Every position contributes to lead generation and supports the sales and marketing efforts that drive visitation and economic impact for Stockton.

### **ESSENTIAL FUNCTIONS & KEY RESPONSIBILITIES**

#### **Program & Events**

- Coordinate and execute Stockton Restaurant Week, Feast at the Fox, the State of Tourism event, and Visit Stockton Holiday Party.
- Build and manage timelines, task lists, and plans to keep each program on track.
- Manage program budgets, track expenses, and make adjustments as needed to stay within approved limits.
- Handle logistics including vendors, venues, materials, ticketing, and on-site setup.
- Work with internal staff and partners to make sure everyone knows what's needed and when.
- Keep an eye on details and follow up so nothing gets missed.

- Support community engagement programs, including digital marketing education classes, by coordinating logistics and execution.
- Wrap up events by gathering information and supporting post-event reporting.

### **Sponsorships (Feast at the Fox)**

- Coordinate and support the development of sponsorships for Feast at the Fox, including outreach, follow-up, and tracking commitments.
- Maintain organized records of sponsorship agreements, deliverables, and timelines.
- Communicate with sponsors regarding event details, benefits, and expectations.
- Ensure all sponsor deliverables are fulfilled accurately and on time.
- Track sponsorship revenue and fulfillment to support event goals and reporting.
- Work with the Director and CEO to support sponsor relationships and advance sponsorship opportunities.

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### **Ambassador & Community Engagement**

- Support the Director in implementing the Visit Stockton Ambassador Program, which is designed to educate local businesses, nonprofits, and community members on the role of tourism in Stockton's economy.
- Coordinate logistics for Ambassador Program classes, including scheduling, communication, materials, and setup.
- Assist with delivery of Ambassador Program classes and training sessions as needed.
- Help maintain ongoing engagement with ambassadors through follow-up communication, lunch and learns, and hosted experiences at local attractions and restaurants.
- Track participation and engagement to support program organization and consistency.
- Coordinate ambassador involvement in community events and outreach opportunities as appropriate.
- Communicate with businesses and partners participating in programs and events, providing clear timelines, expectations, and follow-up.

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### **Coordination, Marketing & General Responsibilities**

- Make sure the marketing team has the information they need about programs, events, and partners.
- Capture photos or short videos while on-site at events when possible and share them with the team.
- Manage signature event promotion pages on the Visit Stockton website.
- Manage the Stockton Savings Pass program, including partner participation, updates, and overall coordination.
- Assist with reporting by gathering participation numbers and key details.
- Stay informed on trends and ideas that could improve programs and share them with the team.
- Help with Visit Stockton events, outreach, and team projects as needed.

- Maintain a strong working knowledge of Stockton’s attractions, events, and visitor experiences
- Represent Visit Stockton professionally in meetings and at events.

## **ORGANIZATION-WIDE RESPONSIBILITIES**

All Visit Stockton team members contribute to the overall success of the organization and may assist with organization-wide initiatives and activities as needed. These may include, but are not limited to:

- Assisting visitors in person, by phone, or at community events.
- Supporting Visit Stockton events, trade shows, and community outreach efforts.
- Assisting with event setup, booth staffing, and promotional activities.
- Supporting visitor guide distribution and promotional material fulfillment.
- Supporting team projects and organizational initiatives as needed.

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **Required**

- Demonstrated ability to independently execute events, including managing timelines, logistics, vendors, and on-site operations.
- 3–5 years of experience in event coordination, community engagement, hospitality, or a related field.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects and deadlines at once.
- Clear and professional communication skills, both written and verbal.
- Ability to work effectively with partners, vendors, and a variety of stakeholders.
- Ability to problem-solve, adapt, and keep projects moving forward in a fast-paced environment.
- Ability to follow through on tasks and maintain organization across multiple priorities.
- Proficiency in Microsoft Office (Word, Excel, Outlook) or similar tools.
- Ability to work evenings and weekends as required by event schedules.
- Valid driver’s license and ability to travel locally.

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### **Preferred**

- Bachelor’s degree in Marketing, Communications, Business, or a related field (or equivalent experience).
- Experience coordinating community programs, nonprofit initiatives, or public-facing events.
- Familiarity with CRM systems, databases, or program tracking tools.
- Experience working with sponsorships, fundraising events, or partner deliverables.
- Familiarity with Stockton or demonstrated ability to quickly build working knowledge of the destination.
- Experience with Canva or similar tools for basic content support.

## **PHYSICAL REQUIREMENTS**

- Ability to sit at a desk and work on a computer for extended periods of time.

- Ability to stand, walk, and move between event locations, hotels, venues, and community events.
- Ability to bend, reach, lift, and carry event materials, signage, visitor guides, and supplies up to approximately 45 pounds.
- Ability to assist with event setup and teardown, including booths, signage, and promotional materials.
- Ability to drive locally to hotels, venues, sports facilities, partner locations, and community events.
- Ability to attend trade shows, conferences, and industry events which may require travel and extended periods on your feet.

## **COMPENSATION & BENEFITS**

**This is a full-time, non-exempt position based in Stockton, California. Pay range is commensurate with experience.**

Hourly pay range: \$26.00 – \$30.00 per hour

Full medical, dental, and vision insurance for the employee.

Retirement plan with company match.

Paid vacation, sick, and holiday time off.

Professional development opportunities.

Cell phone stipend.

## **ABOUT VISIT STOCKTON**

Visit Stockton is charged with the promotion and marketing of the city of Stockton as a meetings, events, and travel destination. Our promotional efforts are focused on driving additional tax revenue to our community to directly benefit our residents' quality of life. Visit Stockton believes its residents come first, and we continually strive to grow resident pride and enhance the image of our city. We believe that a city that residents believe in, will be a city that will drive future business investment and convert visitors into future residents to further grow a diverse and talented workforce. Visit Stockton is a 501(c)(6) non-profit trade organization funded by the collection of an assessment paid by guests to Stockton lodging establishments (Stockton Tourism Business Improvement District).

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Duties and responsibilities may be added, deleted, or changed at any time at the direction of leadership, formally or informally, either verbally or in writing.*

## **EQUAL OPPORTUNITY & ACCESSIBILITY**

Visit Stockton will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act. If reasonable accommodation is needed to participate in the job application or interview process, or to perform essential job functions, please contact CEO.

*We are an equal opportunity employer, committed to supporting an inclusive environment. We understand that individual differences enrich our organization, strengthen our services, and help us to attract and retain top talent. All employment actions and decisions are made free from discrimination without regard to any status or characteristic protected by local, state, or federal law, rules, or regulations. We expect all employees and management to support and uphold the principles of equal opportunity and help to prevent workplace discrimination and harassment. Our commitment to diversity is also present in strong workplace policies that support integrity, trust and respect for one another, and prohibit discriminatory practices.*

*Visit Stockton strives to be an inclusive and equitable organization. We are actively seeking a diverse pool of candidates from a variety of abilities, backgrounds, and cultures.*

## **READY TO APPLY?**

If you are organized, community-oriented, and eager to support a mission-driven team, we would love to hear from you.

Submit your resume and cover letter to [jobs@visitstockton.org](mailto:jobs@visitstockton.org).

The anticipated closing date for this role is April 27, 2026.