

DOWNTOWN
RACINE
CORPORATION

IS HIRING!

DOWNTOWN

Experience

COORDINATOR

Downtown Racine Corporation (DRC)

Part-Time | 20 hours/week (Tues–Fri, 11:00 AM – 4:00 PM)

About the Role

Do you love downtown energy, connecting with people, and being part of something bigger? The Downtown Racine Corporation is looking for a positive, reliable, and hardworking team member to serve as a key part of our daily operations and visitor experience.

This role is more than administrative support—you are the face of Downtown Racine, helping visitors, supporting events, and keeping our organization running smoothly behind the scenes.

What You'll Do

Be the Face of Downtown

Welcome visitors and serve as the primary contact at the DRC office

Help guests plan their visit with recommendations for dining, shopping, and events

Assist with administrative tasks including payments, invoices, deposits, and mail

Perform data entry and maintain organized records

Help manage incoming inquiries and communications

Manage ticket check-ins for major events (Wine Walk, Soup & Steins, Feast on the Streets, Beer & Bacon, and more)

Help manage day-to-day inquiries, allowing leadership to focus on big-picture initiatives

Support a fast-paced, team-oriented environment where no two days are the same

What We're Looking For

A positive attitude and strong work ethic

Someone who loves downtowns, community, and events

Friendly, approachable, and comfortable interacting with the public

Organized, dependable, and detail-oriented

Willingness to take initiative and help wherever needed

Why This Role Matters

You'll play a direct role in shaping how people experience Downtown Racine—whether it's a first-time visitor, a local business owner, or someone attending one of our signature events. Your energy and attitude will help create the welcoming, vibrant environment our downtown is known for.

Send resume to Kelly: kkruse@racinedowntown.com