



Events & Community Relations Coordinator (part-time)

Position Summary:

Woodcock Nature Center seeks a part time Events & Community Relations Coordinator. This person will work closely with the Executive Director to plan the nature center's many successful fundraising events as well as provide support for general fundraising and marketing duties within the organization. A strong desire and ability to be flexible, creative and work collaboratively with a close-knit team to grow the organization and their role within it is a must.

Responsibilities:

- Work with Executive Director to plan, manage, and execute Woodcock fundraising and private events (approximately 10-12 per year ranging from 300 person events to small private dinners.)
- Create and maintain timelines and production plans for major events.
- Manage scheduling, set-up and clean-up of events.
- Coordinate and execute fundraising elements (raffles, silent auction, live auction, programs, follow-up letters, etc.) for events in conjunction with committee and board members
- Work within established budgets and help to set revenue and expense goals.
- Coordinate and manage event rentals, caterers, entertainment and other vendors.
- Serve as main point of contact for each program and event.
- Organize and work with volunteers for event-related tasks.
- Secure temporary event and other permits as necessary.
- Assist in sales and marketing efforts for events including posting on social media and updating the website
- Assist with additional fundraising-related tasks such as assisting with annual fundraising mailing; donor acknowledgement and cultivation letters; working within Woodcock's donor database.

Qualifications:

- Ability to manage multiple projects simultaneously and adjust priorities as needed; strong time and project management skills. Comfortable working independently and part of a team.
- Must be people oriented, have a positive attitude, and the ability to professionally represent the Nature Center to the public.
- Enthusiasm for nature, the environment and animals.
- Sense of humor, flexibility, and creative "think outside the box" mindset.
- Highly organized, self-motivated, strong attention to detail
- Proficient in Word, Excel, Google Suite, Dropbox. Comfortable with social media
- Bachelor's degree preferred. Event planning experience a plus.
- COVID vaccination required.
- Position contingent upon satisfactory completion of a background check.

Schedule:

Flexible 10-15 hours per week including weekends and evening hours. Must be able to work a flexible schedule from home and at the Woodcock office. Attendance at evening and weekend events.

Work Conditions:

Ability to lift 25 lbs. and stand and/or walk for long periods on trails.

Ability to work actively outdoors throughout the property in a variety of weather conditions (rain, snow, cold, heat). Programs run drizzle or shine in all seasons.

Salary: \$17-25 per hour; commiserate with experience.

Start Date: February 2022 or asap.

To apply: Email cover letter, resume, and the names & contact information of 2 references to Lenore Herbst, Executive Director at lenore@woodcocknaturecenter.org

Woodcock Nature Center is an equal opportunity employer and welcomes people of diverse backgrounds to apply.