



## Full Time Events Coordinator Job Description

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### SUMMARY

The Full Time Event Coordinator is a successful and enthusiastic team player who supports the production of Garden events from conception to completion while managing administrative tasks specific to the Events department. This position is 40 hours per week with some evenings and weekends per event and Garden needs.

### PRIMARY RESPONSIBILITIES

- Report to the Events Manager
- Provide organizational and operational support in the development and execution of event projects
- Assist the Events Manager and Events Lead Coordinator in managing all aspects of an event, including client interaction, record-keeping, décor, catering, entertainment, transportation, rentals, promotional activities, and vendors
- Aid in procuring event sponsorship
- Cooperate with marketing and PR to promote and publicize events
- Work within a CRM database to track event information
- Collect and document pre- and post-event data and provide feedback to Events Manager.
- Collaborate with others in the Events & Marketing department to research the competitive market, identify event opportunities, and help raise awareness and visibility of the Garden

### REQUIREMENTS AND SKILLS

- 2+ years of documented professional experience in a preferred background such as event planning, project management, hospitality, public relations, marketing, or sales
- Administrative skill set to include answering phone/email, record-keeping, scheduling, and inventory
- Availability to work nights, weekends, and holidays. During Garden special events
- (Boo-tanical, Holiday Lights, etc.), additional hours will be required and will include evenings

- Attention to detail, excellent verbal/written communication skills, effective time management, and self-direction
- Capacity to maintain a high degree of professionalism in a demanding, fast-paced work setting
- General positive attitude and image, professional demeanor
- Proven ability to manage multiple evolving priorities and initiatives
- Work experience in a team setting
- Proficiency in Microsoft Office products
- Must have valid driver's license and be able to lift 50 lbs.
- College education preferred

## SALARY

- This position is available for hourly payment
- Potential growth opportunity

Cape Fear Botanical Garden does not discriminate against qualified individuals on the basis of their ability, age, color, creed, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status and abides by the Non-Discrimination Policy set in place by Cape Fear Botanical Garden.

Cape Fear Botanical Garden is a 501(c)(3) exempt nonprofit organization.

Job Type: Full-time