



## *Join the Mohonk Preserve Team!*

### Special Events Coordinator – Part-time, Seasonal

#### **Who We Are**

Located in the beautiful Hudson River Valley, Mohonk Preserve is New York's largest nonprofit nature preserve. We manage over 8,200 acres of mountain cliffs, forests, fields and streams through four integrated programs – Conservation, Education, Stewardship, and Visitor Experience – and welcome over 300,000 members and visitors each year who come to hike, run, rock climb, boulder, bike, enjoy winter recreation and experience nature.

Based in a vibrant university community, Mohonk Preserve, “Home of the Gunks,” offers a great working environment in one of New York's greenest counties, with all-season recreation, access to Preserve lands, a dynamic, committed team of conservation professionals and long legacy of conducting ecological research and environmental education. The Preserve is also the one of America's premier rock-climbing destinations.

#### **Our Mission & Vision**

Our mission is to protect the northern Shawangunk Ridge and inspire people to care for, enjoy, and explore the natural world. Mohonk Preserve supports thriving and resilient natural environments that are welcoming to all who explore, play and work here, and those who seek peace, wellbeing and inspiration amid its lands. To read more about our Vision and learn more about the Preserve visit <https://www.mohonkpreserve.org/>.

#### **Our Core Values**

- Teamwork: We trust each other and value collaboration and accountability.
- Transparency: We are clear, honest and ethical in our decision-making and communications.
- Belonging: We welcome everyone and treat all with respect and compassion.
- Exploration: We value curiosity, education and innovation as pathways to learning and growth.
- Stewardship: We are committed to responsibly stewarding Mohonk Preserve in service to the land and the community.

#### **Company Culture & Team Experience**

- Mission-driven and conservation-focused environment – At Mohonk Preserve, the work culture is built around a shared commitment to protecting the northern Shawangunk Ridge and promoting environmental stewardship.
- Passionate, dedicated colleagues – Staff are hardworking, mission-aligned, collegial and committed to stewardship, conservation science and environmental education.
- Embedded in a vibrant outdoor community – As the “Home of the Gunks,” staff work in a region known for rock climbing, hiking, and year-round recreation, reinforcing an active, nature-centric workplace culture.
- Opportunities for learning and environmental research – Employees and interns benefit from a long legacy of ecological research, with structured internships and exposure to conservation science.

**About the Position:**

We're looking for a detail-oriented, mission-driven professional to help bring to life the community, fundraising, and member events that support our work in conservation and environmental stewardship. Under the direction of the Senior Manager for Special Events, you'll play a key part in planning and executing signature events—including Rock The Ridge, Shawangunk Grit, and the Annual Benefit Auction—along with a variety of donor, membership, and planned-giving programs.

You'll jump into fast-paced, hands-on work: coordinating logistics, partnering with vendors, supporting volunteers, engaging attendees, and helping tell the story of our conservation mission through seamless, inspiring events. Working closely with staff across the organization, you'll bring energy, organization, and creativity to every event.

**Primary Responsibilities and Expectations:**

- Build lasting community partnerships by renewing and securing new item donations from local businesses for the Annual Benefit Auction.
- Drive excitement and generosity by proactively soliciting standout auction items from area partners.
- Keep our auction running smoothly by tracking items, organizing data, and uploading completed descriptions to the online auction platform.
- Collaborate creatively with the Communications team to develop eye-catching event materials and clear, effective directional signage.
- Boost event visibility through marketing support that includes drafting and proofreading email campaigns, social posts, press outreach, and post-event surveys.
- Bring events to life on the ground by supporting registration, setup, and breakdown with a can-do attitude.

**What You'll Bring:**

At Mohonk Preserve, our priority is finding the best candidate for the job. We encourage you to apply even if you don't meet all the qualifications or have a less traditional background.

- Associate's degree and minimum 1 year of relevant experience in event planning/production OR equivalent combination of education and experience.
- Excellent written, visual and interpersonal communication skills (including email etiquette).
- Proficiency using a variety of technological systems including Microsoft Office 365 applications, remote work platforms (Teams, Zoom), project management tools, databases (Blackbaud Altru a plus), registration and ticketing platforms such as GiveSmart and BikeReg.
- Dependable, detail-oriented and excellent organizational skills.
- Capacity to work easily and effectively with a wide range of people.
- Commitment to ensuring that all people are respected and welcomed at the Mohonk Preserve.
- Willingness to work irregular hours and workweek, including weekends, evenings, and/or holidays.
- Valid driver's license required.
- Bonus skills:
  - Experience in development, fundraising, public relations or hospitality management.
  - Experience working with non-profit and/or environmental organizations.
  - Experience in basic graphic design.
  - Bi-lingual.
  - Experience working with volunteers.
  - Experience using Adobe Creative Suite.

**Physical Demands:**

- Frequently uses a computer keyboard, reads, writes
- May require standing, walking, hiking, stooping, bending, kneeling, crouching, carrying equipment
- The role involves regular physical activity associated with outdoor events, including standing for extended periods, lifting items of at least 20 pounds, and performing tasks such as setting up tents and tables, moving event materials and signage, and assisting with site preparations and breakdown.

**Total Rewards Package:**

This is a seasonal, part-time position (20 hours per week) anticipated to run from early to mid-April through late September with the potential of returning in 2027.

- Salary: \$21.50 per hour
- Mohonk Preserve membership for the duration of the position
- Access to lands and some activities of Mohonk Mountain House resort

*Eligibility for certain benefits is dependent upon a variety of factors including length of employment.*

**Location:**

Mohonk Preserve's main offices are located at our Visitor Center in Gardiner, NY. Remote work options are available, coordinated with the supervisor and depending on the job, staff may be able to split time working remotely, as well as in the office. While daily schedules are flexible, general working hours are weekdays 9am-5pm with most events on weekends. Mohonk Preserve is a smoke-free campus.

**How to Apply:**

Email resume and a one-page cover letter tying your experience to specifics in the job responsibilities by March 20 to: [employment@mohonkpreserve.org](mailto:employment@mohonkpreserve.org) with the subject line "**Special Events Coordinator application.**"

The anticipated start date of this position is early-mid April 2026. No phone calls please

**Equal Opportunity Employer:**

*Mohonk Preserve is an Equal Employment Opportunity Employer committed to fostering an inclusive workplace where employees from diverse backgrounds can thrive and support our mission. We prohibit discrimination and harassment of any kind. Employment decisions are made without regard to race, color, religion, age, sex, national origin, disability, genetic information, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations are available for qualified individuals with disabilities. To request an accommodation during the application process, please contact Human Resources.*

*Applicants must be authorized to work in the United States. Mohonk Preserve does not currently offer employment visa sponsorship.*

*This job announcement is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties assigned.*

PO Box 715, New Paltz, NY 12525 | 845.255.0919 | [mohonkpreserve.org](http://mohonkpreserve.org)