



Title: Events Coordinator

Reports to: Director of Marketing and Events

Compensation: Hourly, starting at \$22/hr Hours: **20–30 hours per week**

POSITION SUMMARY

The Events Coordinator works closely with the Director of Marketing and Events to ensure Big Waters Land Trust's image and activities are thoughtfully and accurately represented in alignment with the organization's mission, vision, values, and strategic plan. Events at Big Waters Land Trust play a vital role in engaging and educating the community - not only to share *what* we do, but *why* we do it.

This position is essential to the organization's success and requires a highly organized, creative, personable, detail-oriented, and motivated individual. The Events Coordinator leads event planning and execution while supporting marketing and communication initiatives that promote the organization, expand public awareness, and foster community engagement. A passion for conservation, exceptional event coordination skills, and strong communication abilities are key. The ideal candidate is an enthusiastic professional who thrives in a collaborative environment and builds positive relationships with donors, partners, and community members. This position has the potential to evolve into a full-time role based on organizational needs and performance.

DUTIES AND RESPONSIBILITIES

Events

- Plan, coordinate, and execute small- to large-scale events, including art receptions, performances, lunch-and-learns, development gatherings, landowner events, and other internal or donor-focused programs.
- Support the planning and execution of signature events as assigned by the Director of Marketing & Events, including vendor coordination, customer service, and day-of logistics.
- Lead the coordination of the annual Community Art Show and Summer Photo Contest.
- Serve as the main point of contact for event inquiries and questions regarding upcoming events.
- Manage event logistics, including scheduling, setup, breakdown, and cleanup for both on-site and off-site events.
- Serve as the primary contact for vendor relations, including coordination, customer service, and contract management.
- Maintain and update all event listings and calendars (internal calendars and community calendars).
- Capture event photos and short video clips at small events for use by the Marketing & Events department.
- Collaborate with internal teams to ensure consistent messaging and alignment with BWLT's brand and mission.

- Manage event budgets, track expenses, and prepare post-event recaps and reports.
- Facilitate event committees and coordinate event volunteers as needed.

Marketing

- Collaborate with the Marketing & Events team to develop event collateral, signage, invitations, and promotional materials.
- Support digital marketing and social media efforts to promote events and increase attendance.
- Assist with event-related communications, website updates, and newsletter content as needed.

Organizational

- Serve as a collaborative, reliable team member who contributes to organizational goals and fosters a positive, professional work environment.
- Adhere to all Big Waters policies, procedures, and confidentiality standards.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Four-year college degree or an equivalent level of successful, related professional experience.
- 2-3 years of event planning and volunteer management experience preferred
- Excellent interpersonal skills, especially communication and listening skills, coupled with outstanding communications skills, both written and oral
- Strong facilitation and collaborative skills
- Proven mastery of Office applications including Word, Outlook, Excel, and PowerPoint.
- Familiarity with Canva, CRM systems, or event management tools a plus
- Must be positive, energetic, and capable of working calmly under pressure
- Must possess the ability to set priorities, handle multiple tasks, and work independently, as well as thrive in a team environment
- Possess high performance standards, attention to detail, and the ability to anticipate problems
- Willingness to work a flexible schedule of weekends, evenings, and holidays as needed
- Physical ability to carry 20lbs and willingness travel to remote and undeveloped property, hike and wade through a variety of environmental conditions, be outdoors for considerable periods, potentially interact with wildlife
- Comfort with water-based activities such as kayaking and boating
- Valid driver's license and proof of insurance