

Position Title : Events Coordinator
Organization : Buffalo Zoo
Salary: \$19.00 to \$22.50 per hour
AFP-WNY Post Date: 3/8/24

DEADLINE TO APPLY: OPEN

EVENTS COORDINATOR

Basic Purpose and Responsibility

Under the supervision of the Director of Marketing and Events, the Events Coordinator is responsible for assisting with the planning, coordination and implementation of internal and external events at the Buffalo Zoo. This includes, but is not limited to added-value days, fundraising events, Zoo events, and private parties and rentals for outside partners and Zoo collaborators.

Essential Functions

Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.

- Assist in the creative development, originality, invention, coordination and implementation of Buffalo Zoo events including major fundraisers, cultivation events, fee-based and value-added special events intended to maximize Zoo revenue and establish and enhance relationships with the general public.
- Solicit and engage clients to rent the Buffalo Zoo for private events including luncheons, meetings, corporate parties, holiday parties, etc., as well as orchestrate and execute said events.
- Responsible for booking, invoicing, and processing payments for private events.
- Keep up-to-date records, as well as create layouts and detail sheets for all events.
- Communicate event details to appropriate parties and Zoo staff as a whole; evaluate event staffing requirements and recruits, coordinates, schedules and directs the activities of support staff and volunteers.
- Collaborate with internal resources including Advancement, Animal Care, Education, Facilities, Guest Experience and Food and Beverage teams for event support as needed.

- Act as liaison between Buffalo Zoo, clients and external resources such as rental companies, performers, caterers, etc. leading up to and during events.
- Serve as onsite event contact and coordinator at internal and external events.
- Manage event related décor and supplies. Keep inventory up-to-date and events storage areas clean and organized.
- Must deliver exceptional customer service by engaging with guests on a regular basis to create a friendly, memorable and positive experience. Ability to respond to common inquires, requests, or complaints from guests and/or staff in a kind and courteous manner.
- Ability to effectively promote the organization.
- Possess a can-do attitude, be resourceful, and communicate respectfully with everyone.
- Interact with courtesy, professionalism, and respect to staff, docents, volunteers, and guests consistent with the organization's mission and core values.
- Verbal and written ability to communicate with Zoo staff. Able to interact positively with a variety of individuals from varied socioeconomically backgrounds frequently.
- Performs other duties as assigned by Director of Marketing and Events and/or Chief Advancement Officer.

Position Qualifications

Education (Minimum Desired):

- Bachelor's Degree (preferred)
- Associates Degree

Experience (Minimum Desired):

- One – three years' experience developing and implementing small and large scale public and private events.

Special Skills:

- Quick adaptation and problem-solving skills, with the ability to exercise good judgment and a professional and poised attitude in changing and sometimes stressful environments.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, clients, vendors and volunteers.

- Ability to prioritize daily work and manage multiple projects at the same time.
- Strong attention to detail with excellent organizational skills.
- Working knowledge of Microsoft Office software.

Other:

- Enthusiastic, self-reliant, independent attitude and approach to work. Must be able to multitask and be a team player.
- Must support Buffalo Zoo's Vision, Mission and Core values.
- Must support the Buffalo Zoo's DEAI values.
- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Must understand the requirements, essential functions and duties of the position as per the job description, and certify such by signing the job description acknowledgement form prior to first day of work.
- Must be able to operate a computer, two-way radio, telephone system, and software on computer, printer, etc. after training.
- Must be willing to comply with the department's Personal Protective Equipment (PPE) policies and procedures.
- Must provide proof of a negative TB test at hire (within the last 12 months). TB test conducted annually.
- Regular attendance and punctuality are essential functions of the position.
- Must be able to work weekdays, weekends, holidays and requested overtime as necessary.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Benefits / How to Apply

This is a full-time, non-exempt, hourly position. Some of the benefits available include health plan, HRA/HSA, FSA, life insurance, long term disability insurance, dental, vision, 403B retirement plan, annual leave, holiday, and sick time benefits. Benefits available after the successful completion of a probationary period review at 60 days of work (sick time available upon hire).

Pay range dependent upon skills and experience: \$19.00-\$22.50 per hour.

Please submit a resume outlining education and experience (no phone calls please) by E-mail or regular mail. Position open until filled:

buffalozoojobs@buffalozoo.org

Buffalo Zoo
Events Coordinator
300 Parkside Avenue
Buffalo, NY 14214

For more information about the Buffalo Zoo, please visit our website at:
<http://www.buffalozoo.org>

The Buffalo Zoo is an at Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

EQUAL OPPORTUNITY EMPLOYER