



**JOB ANNOUNCEMENT**  
**Events Coordinator**

South Coast Botanic Garden, an 87-acre urban oasis in Palos Verdes, CA, is at a tipping point toward significant success, with the recent unveiling of a stunning new \$4 million Rose Garden, a show-stopping 400 square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibition of eight remarkable large-scale works of fine art sculpture. There is even more excitement to come, with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5 acre Children's Garden and a 17-acre Water Garden to be unveiled in the coming years. There's never been a better time to join this dynamic team.

**POSITION TITLE:**

Events Coordinator

**REPORTING RELATIONSHIP:**

Reports to Director, Special Events and Filming

**JOB SUMMARY:**

The Foundation seeks a talented and driven individual to join us to help provide the resources necessary to realize the mission of SCBG, which is to serve the community by providing a unique horticultural and wildlife habitat experience and to represent a model of excellence for land reclamation and sustainability. This position is an excellent way to learn all the workings of a nonprofit organization and make connections with the Garden community.

The Events Coordinator should be an experienced, take charge professional with the ability to plan and coordinate logistics in a busy, year-round special events environment. Strong organizational skills and exceptional attention to detail are required. The candidate should be comfortable interfacing with the public, have the initiative to find answers to guests' questions, and have a high aptitude for customer service.

The Events Coordinator will help plan and coordinate Foundation events, public programming, and our intimate event rentals program, Bespoke Picnics. In this role, you will help coordinate from conception to execution. The candidate should have a passion for event planning, event design, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers. Ideal candidate will possess creative talent for Botanic Garden programs whether that's a Spring Egg Hunt or a Gnome Adventure.

**RESPONSIBILITIES:**

Coordinate Foundation Events

- Conduct research and find resources to help staff make decisions about event possibilities.
- Create and revise layouts for each event.
- Serve as liaison with vendors on event-related matters.

- Handle contracts and payments from/for vendors.
- Order/purchase supplies/food as needed.
- Prepare collateral materials as needed.
- Monitor events and assist as needed.
- Close out all events as required.
- Work closely with Membership Department.
- Coordinate with other departments as needed.

#### Coordinate Intimate Venue Rentals

- Field inquiries for venue rentals – provide general information, available dates, and pricing.
- Coordinate appointments and schedule tours of the Garden venues available for special events.
- Maintain the special events calendar.
- Manage Special Events Instagram.
- Prepare and maintain contracts and collect payments.
- Maintain event files and client lists.
- Submit requests for contract updates.
- Assist in the creation and execution of work orders.
- Communicate with clients regarding paperwork deadlines and payments.
- Create signage for Visitor Services and within Garden as needed.
- Set up and site monitor services day of events.
- Coordinate with vendors.
- Process invoices and Damage Deposit refunds.
- Coordinate with other departments as needed

#### **REQUIREMENTS:**

- Self-motivated, organized, especially detail-oriented, and adaptable.
- Ability to meet deadlines; coordinate multiple events, projects, and tasks simultaneously; prioritize duties; and work independently as well as part of a team.
- Excellent communication skills, including writing, proofreading skills, and speaking.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Strong customer service ethic and high expectations for quality service delivery.
- Ability to work in a fast-paced environment and remain flexible, professional, client-focused, and positive.
- Ability to recognize problems and to take appropriate actions toward solutions.
- Create and maintain positive community relationships.
- Ability to work outdoors in inclement weather including cold, rain, heat, and nighttime.
- Ability to lift 20 lbs.

#### **QUALIFICATIONS:**

- Bachelor's degree preferred; or significant work experience.
- Minimum 2-3 years of experience coordinating special events or venue sales.
- Minimum 2-3 years of experience with office administration.
- Respect for a diversity of cultures.
- Proficient use of the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
- Familiarity with Photoshop and Illustrator.

- High level of comfort with technology and the ability to learn new software.
- Basic mathematical skills.
- Basic understanding of legal contract language.

Position is full-time (40 hours), non-exempt. Must be available weekdays, some weekday evenings, some holidays, and most weekends. Please submit your cover letter and resume to [hr@southcoastbotanicgarden.org](mailto:hr@southcoastbotanicgarden.org) to apply.