



JOB ANNOUNCEMENT
Special Events Coordinator

South Coast Botanic Garden Foundation (SCBGF), a non-profit organization that supports South Coast Botanic Garden (SCBG), seeks an enthusiastic, self-motivated individual for the coordination of special events venue rentals.

POSITION TITLE:

Special Events Coordinator
Part Time 20 – 28 hours per week

REPORTING RELATIONSHIP:

Reports to Senior Director, Special Events, Filming, Concessions

SUMMARY DESCRIPTION OF POSITION:

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 Special 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 Special Events Coordinator will help plan and coordinate Foundation events, public programming, and donor cultivation events. 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.

Position is Part -time (20 – 28 hours), non-exempt. Must be available weekdays, some weekday evenings, and most weekends. Pay rate DOE.

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.

COMPETENCIES:

- 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.

ESSENTIAL JOB FUNCTIONS: Including, but not limited to:

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 private events and assist as needed.
- Close out all events as required.
- Work closely with Membership.
- Work closely with Development.
- Coordinate with other departments as needed.

MINIMUM PERFORMANCE STANDARDS:

- All employees of SCBGF are expected to maintain high standards of productivity, cooperation, attendance and efficiency.
- All employees are responsible for promoting the mission of the organization.
- All employees follow branding and communications standards established for the organization.

- Professional dress and manner required to maintain a positive public image for the organization.
- Able to work most weekends and some weekday evenings.
- Valid California Driver License required.
- Reliable transportation necessary. (is this position driving as part of the duties? Other than Garden vehicles, do not see it mentioned elsewhere – suggest removing if not driving personal vehicle for business)

PHYSICAL REQUIREMENTS AND FREQUENCY:

- Requires the use of office equipment, such as computer terminals, telephones, copiers, fax machines, etc.
- Requires corrected vision/hearing to normal range.
- Requires hand-eye coordination and manual dexterity.
- Ability to lift up to 20 lbs.
- Requires prolonged standing and/or sitting.
- Ability to operate Garden vehicles.

To apply, please send a cover letter and resume to christinac@southcoastbotanicgarden.org