



POSITION DESCRIPTION

TITLE:	Special Events Coordinator
DEPARTMENT:	Sales and Events
STATUS:	Exempt
REPORTS TO:	Sales & Events Director
EMPLOYMENT:	Full-Time

Position Summary

Special Events Coordinator is responsible for planning, organizing, and executing public events for Green Bay Botanical Garden in a fast paced and dynamic environment. This position will strive to generate revenue through all assigned events and arranges all details of these events.

Job Duties:

1. Manages all aspects of planning, implementing and physically executing events.
2. Manages within expense budgets and develop events that drive stated revenue numbers.
3. Arranges all aspects of public events including but not limited to: developing creative details, site mapping, managing event budgets, security, technical arrangements, coordinating vendors and volunteer plan.
4. Responsible for creating, updating and managing vendor agreements.
5. Works with vendors and suppliers to coordinate their participation in events.
6. Updates event content for marketing of assigned events.
7. Oversees cash management plans for assigned events and coordinates with accounting.
8. Works with all departments to assure highest quality experience for all visitors.
9. Works closely with volunteer services to identify volunteer needs and manage all volunteer training for managed events.
10. Maintains a positive, helpful and solution oriented demeanor when responding to or serving members and visitors.
11. Performs other duties as requested.

Skills and Abilities Required:

1. Exceptionally detail-oriented.
2. Ability to effectively solve problems, think creatively, make decisions and take action, exercising independent judgment.
3. Ability to manage and organize multiple priorities at the same time.
4. Excellent written, verbal and interpersonal communication skills required.

Qualifications and Experience Required:

1. Bachelor's or Associates Degree and 2 years of event coordination experience preferably in a nonprofit setting.
2. Innovative and creative to keep events fresh and exciting.
3. Strong work ethic, making the most of time in the office.
4. Customer service experience preferred.
5. Proficiency in MS Office applications and/or other database programs.
6. Standing 4 or more hours; some lifting and hauling of materials up to 30 pounds is required.
7. Must be flexible in working hours and environment. Working evenings and weekends to assist with events.
8. Must have a vehicle.

TO APPLY: Email cover letter and resume to info@gbbg.org by October 23, 2019