



Keep Coyote Creek Beautiful
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Event Coordinator Position

Keep Coyote Creek Beautiful is a community-based organization with the vision that Coyote Creek is a resilient ecosystem for all living things to enjoy. As part of our efforts to showcase the creek and its environs, we hold multiple events a month including Creek Cleanups, BioBlitz events, Habitat Restoration, and Nature Walks.

Position Summary

The Event Coordinator prepares events from start to finish, providing all support leading up to, during, and following the event. Additionally, they will work closely with other staff members and volunteers. The Event Coordinator reports to the Executive Director. This position is virtual and onsite.

Responsibilities

Duties include:

- Developing an event with the Executive Director and create a planning document and schedule
- Creating listings for each event on Eventbrite and share to other channels as appropriate
- Conducting primary promotion for the event
- Providing all support leading up to, during, and following the event, such as communicating with interested people and organizations, ensuring sign in lists are accurate, taking event photos, and entering drop in attendees into the databases
- Assemble packets for event team leaders (tour, cleanups, other events) as needed
- Confirming community service hours with volunteers

Additional projects, based on interest or need, may include:

- Writing or recruiting people to write articles and include photos about the events for the blog
- Making videos or collages to post on the website or on social media
- Tabling at events to recruit people for events or to raise awareness about KCCB

To host and create awareness of our events, we use the following tools, of which training will be provided:

- Eventbrite to manage registrations
- VolunteerMatch to advertise
- Google Apps to create and manage events and other support documentation
- Social media tools (Facebook and Instagram)
- Mailchimp for marketing

Additional administrative duties may be requested. Expenses will be reimbursed, such as printing or purchasing materials for work-related events.

Required Qualifications

- Two years of experience with event planning
- Ability to work well in a team environment
- Excellent communication and planning skills
- 18 years of age or older
- Transportation to events
- Ability to work weekends

Preferred Qualifications

- Familiarity with local communities along the Coyote Creek watershed
- Passionate about nature and willing to share that passion with others
- Friendly and outgoing personality

Time Commitment

The Event Coordinator will typically be asked to commit 15-20 hours per week with payroll on a semi-monthly pay period, including attendance at select events. If additional hours are required, then pre-authorization from a manager is required.

Benefits

This part-time position provides you with many benefits, including:

- Meet a wide variety of people who will expand your network, especially in the environmental field or in neighborhoods.
- Work side-by-side with an experienced program director to develop or enhance your project management, writing, marketing, and community building skills.
- A recommendation on your LinkedIn profile and for future job inquiries, as appropriate.
- Great experience learning more about the Coyote Creek watershed, the largest in the County of Santa Clara and longest creek as well!

Hourly rate is \$25-35 and is dependent on experience and qualifications. Probationary term is 3 months to ensure good fit for both parties.

Other Requirements

If selected for this position, you will be required to complete a LiveSCAN fingerprinting for background check and provide a negative TB test.

To apply, please send your resume and cover letter explaining why you'd be a good candidate for the position to Deb Kramer, deb@keepcoyotecreekbeautiful.org.

Last updated 8/30/24