

## Events Coordinator

Full time, Non-Exempt

### POSITION SUMMARY

The Events Coordinator plans, manages, and executes a variety of special events to raise funds and awareness for the Wylde Center throughout the year. Reporting to the Development Director, they are responsible for managing all event logistics, ensuring the target audience is engaged, and promoting the event in coordination with the Marketing team. This position requires occasional weekend and evening work.

### KEY RESPONSIBILITIES

- Plan and organize high-quality events that engage the broader community; take initiative to ensure events are well managed and run smoothly
- Demonstrate a passion for connecting the community to nature through unique events
- Strategize cost-saving, revenue-generating approaches to event design
- Measure and track outcomes for each event
- Communicate outcomes and event program status to the Development Director and leadership team
- Recruit and work with volunteers to successfully deliver a great experience to event guests
- Collaborate with Marketing team to create promotional materials that attract diverse groups

### QUALIFICATIONS

- Experience developing, assessing, and managing projects and events from start to finish
- Strong communication, organizational, time-management, and computer skills.
- Strong understanding of and commitment to Wylde Center's mission and by extension the target audiences for our events
- Ability to approach a project enthusiastically and proactively meet deadlines as well as manage volunteers and staff through professional delegation
- Takes initiative in establishing and pursuing community connections, self-directed, able to work independently and on a team
- Available to work a flexible schedule that includes occasional weekends and evenings
- Demonstrates honesty, integrity, and professionalism at all times
- Valid Driver's License and access to a reliable vehicle

## **ENVIRONMENTAL JOB REQUIREMENTS**

- Ability to work in a professional office setting for a portion of the work week
- Ability to work outside during events
- Ability to lift up to 50 pounds

## **ADDITIONAL JOB INFORMATION**

*Compensation:* \$18/hour. This is a full-time, non-exempt, hourly position.

*Benefits:* Healthcare Reimbursement Account (currently \$250/month), 403(b) retirement account, paid time off (15 days per year), paid holidays (16 public holidays), and free/discounted seedlings. Wylde Center maintains a friendly, flexible, and casual work environment.

*Schedule:* 40 hours per week, Monday-Friday with expected evening and weekend work during events

*Work Location:* Wylde Center Administrative Offices, 500 S Columbia Drive, Decatur, GA 30030, some flexibility for hybrid work

*Job Description Post Date:* October 4, 2024

*Application Information:* If you are interested in applying for this position, please [complete this application](#). Address cover letters to Rae Bucher. Applications will be accepted until a candidate is identified and selected for the position. Qualified candidates will be contacted directly – no phone calls please.

## **WHO WE ARE**

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.