



## Position Description

**Title:** Events Coordinator  
**Reports to:** Director of Events  
**Status:** Full Time, Exempt  
**Hours:** Generally, 8 - 4:30 pm, M-F, with some exceptions due to Special Events  
**Updated:** June 7, 2023

### Position Summary

**Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden.** The Event Coordinator is responsible for planning, organizing, and executing public events for the Garden. They also are responsible for booking some private events including birthday parties, group tours, and photo sessions. This person will strive to generate revenue through all assigned events and arrange all detail for these events.

### Core Competencies & Essential Functions

1. Manage all aspects of planning, implementing and physically executing events.
2. Manage within expense budgets and develop events that drive stated revenue numbers.
3. Arrange all aspects of public events including but not limited to: developing creative details and timelines, 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, suppliers and entertainment 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 Coordinator to identify volunteer needs and manage all volunteer training for events.
10. Works with Events Assistant and Events Intern to pick-up donations, food and beverages items and event décor.
11. Maintains a positive, helpful and solution-oriented demeanor when responding to or serving members and visitors.
12. Supervises Event Lead, Events Assistant and Event Interns as related to working these events.
13. Performs other duties as requested.

### Qualifications, Skills & Physical Requirements

1. Bachelor's or Associates Degree and two years of event coordination experience preferably in a nonprofit setting. Or an equivalent combination of education and experience.

2. Exceptionally detail-oriented.
3. Ability to effectively solve problems, think creatively, make decisions and take action, exercising independent judgment.
4. Ability to manage and organize multiple priorities at the same time.
5. Excellent written, verbal and interpersonal communication skills required.
6. Innovative and creative to keep events fresh and exciting.
7. Strong work ethic, making the most of time in the office.
8. Customer service experience preferred.
9. Culturally sensitive and able to work effectively with diverse groups of people
10. Proficiency in MS Office applications and/or other database programs.
11. Standing 4 or more hours; some lifting and hauling of materials up to 40 pounds is required.
12. Must be flexible in working hours and environment. Working evenings and weekends to assist with events.
13. Must have a vehicle.

### **Standard Benefits**

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health insurance coverage and Life insurance (30-40 hours/week)
- Retirement Plan/401 (K) (available to enroll after six months or 1,000 hours)

### **Standard Work Perks**

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

### **Apply**

[Complete the Employment Application](#) on our website and submit your cover letter and resume by Friday, June 23, 2023.

### **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

### **Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.

Updated June 2023