EVENT COORDINATOR - Position Description

Role:
The Event Coordinator promotes and coordinates Wellfield rentals and events. The Coordinator works collaboratively with Wellfield’s management team to plan, organize, and coordinate events. The position reports to the Guest Services Manager.

Essential Duties:
- Promote and coordinate venue rentals
- Serve as onsite representative and be present for events and rentals
- Complete onsite sales tours and event implementation
- Review rental agreements with clients; monitor client compliance with all terms listed
- Collaborate with WBG Grounds and Facilities team and vendors for on site layouts and vendor needs
- Create, collaborate, and monitor event schedule to ensure venue rentals and other events do not conflict
- Oversee volunteers and assist staff to execute events
- Collaborate with staff on public events
- Participate in promotional activities related to Wellfield as a rental venue
- Work with Guest Services Manager to plan and meet budgetary goals
- Other duties as assigned and needed

Skills:
Self-motivated; able to work effectively and communicate in a team environment; applicant must possess the ability to effectively and efficiently work without significant oversight. Outstanding communication and organizational skills required. Ability to utilize sales techniques to promote the Gardens. Ability to maintain a flexible work schedule that will include weekend and/or evening hours to coordinate events. Proficient in Google Platform. Willingness to learn CRM software.

Hours:
Year-round, part-time. Average 20 hours per week (will fluctuate with the season, increased in summer).

Employment Requirements:
- Maintain acceptable attendance record; follow work schedule
- Ability to do occasional heavy lifting (up to 50 lbs.), 30 lbs. regularly
- Clear English speaking and writing ability; able to communicate effectively (*Spanish is a plus*)
- Ability to stand for long periods of time
- Ability to work safely and to recognize potentially dangerous situations
- Willingness to work occasional extended hours and holidays, and ability to work an irregular schedule

Applicants should submit a resume and letter of intent to:
Wellfield Botanic Gardens, 1011 N. Main St. Elkhart, IN 46514 or email to: info@wellfieldgardens.org.