

# Event Coordinator for Blackwood Living

Part-time with eventual opportunity for Full | Hempstead Farm and Houston, Texas Office

## General Summary

As Event Coordinator, you will be primarily responsible for booking, contracting, and managing events from inception to completion. You will establish and maintain client relations. These events include weddings, retreats, and other public functions on site and off site. Farm events include Farm-to-Table Dinners, Mornings in the Country, Blackwood Bounty CSA, and more. This position requires being in direct communication with our Farm team and the ideal candidate will be committed to organizing unique, memorable events of the highest quality. S/he should be passionate about the Blackwood mission, detail oriented, and creative. This role requires excellent leadership skills and the ability to delegate responsibilities while overseeing the big picture.

## ESSENTIAL JOB FUNCTIONS

- Coordinate all aspects of Blackwood Living event production including planning, marketing, managing registration, securing sponsorships and vendors, communicating with all outside and internal parties, managing contracts, deliveries, supplies, permits, set-up/teardown, volunteers, and more
- Lead onsite coordinator for all Blackwood Living events. Must be available weekends.
- Develop marketing strategies, advertising promotions, printed materials, marketing collateral, and publicity pieces that will effectively promote events to various audiences and generate a consistent Living audience, working with Program Director to ensure marketing is consistent between Blackwood Land and Living
- Write copy for Blackwood Living platforms including website, social media, newsletter, collateral, and more
- Build and manage Blackwood Living social media including Facebook and Instagram
- Maintain and update Blackwood Living website including creating pages, building registration forms, and managing online shop
- Management of shared event Google Drive documents with Blackwood Land and Living staff including timely input of all details related to the event
- Assist with managing Airbnb cabin rental reservations
- Provide daily and weekly updates to program staff and delegate duties to applicable parties
- Recruit, schedule, and manage volunteers for general event duties and specialized teams, in coordination with Blackwood Land volunteer program
- Develop and manage event budgets with assistance from Program and Farm staff. Work to meet or exceed established financial goals for events.
- Process and manage invoicing for all clients in Quickbooks and Square
- Work with Farm Director to coordinate produce for events such a Morning in the Country, Farm Dinners, and private events (retreats, weekend workshops, culinary experiences, etc.)
- Liaison between event sponsors, vendors, and clients to accurately identify needs and manage relationships
- Ability to conduct market and vendor research, gather information, and negotiate contracts and contributions
- Maintain compliance with regards to permits, insurance, health, safety, local and state laws
- Assist with sponsor acknowledgement and thank you notes

## **MINIMUM JOB QUALIFICATIONS**

- Highly proficient with MS Office, Google Apps and Drive
- Experience with social media management including Facebook, Instagram, and Google Adwords,
- Experience with Mailchimp, Wordpress, Quickbooks. Dropbox, Adobe design suite, and Canva
- Ability to successfully manage all elements within time limits and on a budget
- Proven successful experience in event planning or organization and fundraising
- Outstanding time management and communication skills
- Proactive approach to problem solving and handling any challenges that might arise. Ability to quickly troubleshoot any problems that may arise on event day.
- Exceptional multitasking skills to manage multiple projects independently and consistently
- Ability to work across multiple functions in multiple environments, both urban and rural
- Demonstrates initiative and is a self-starter
- Positive attitude and ability to stay calm under pressure
- Ability to work as part of a team
- Must possess valid driver's license and vehicle

## **PHYSICAL REQUIREMENTS**

- Must be able to sit for extended periods of time
- Must be able to stand for extended periods of time
- Must be able to occasionally lift up to 30lbs
- Ability to look at a computer screen for extended periods of time
- Ability to work outside for extended periods of time, regardless of weather conditions

## **EMPLOYEE CONDUCT**

It is the responsibility of every employee to contribute to a positive work environment and work towards our mission.

## **TO APPLY**

Please email resume, cover letter, one each writing & graphic design sample, and list of references (no relatives, please) to [gabi@blackwoodland.org](mailto:gabi@blackwoodland.org). Incomplete applications will not be considered.