

Education and Events Coordinator



About the Waterfront Botanical Gardens

The Waterfront Botanical Gardens (WBG) is a nonprofit organization working to create a botanical garden at Frankfort Avenue and River Road in Louisville, Kentucky. The organization has grown significantly in recent years, having raised over \$9 million from public and private sources for the project.

As our staff grows, it is important to our organization that the WBG becomes a great place to build a career. We work to foster a culture of respect and recognition for our employees and volunteers, and we offer compensation that enables our employees to live secure, stable lives.

Role Overview

The Events and Education Coordinator will be an important team member in coordinating the delivery of our adult education programs, and the rental of the Graeser Family Education Center by outside entities. She or he will be an integral and motivating part of our dedicated team that strives to engage our community through the design and programming of Waterfront Botanical Gardens. The successful candidate will be a professional colleague and advocate of Waterfront Botanical Gardens (“WBG”) and its mission and vision.

Of prime importance is the ability to communicate with other members of staff, teachers, instructors, other non-profits and individuals who rent the building. The ability to work as part of a team, and meet the public with energy and enthusiasm every day is crucial

Strong candidates for this role will be self-motivated and detail-oriented. They will have excellent teaching, organization, project management and planning skills. They will have both the ability to manage projects on their own, as well as the interpersonal skills required to be an effective member of a team. They will have experience in the world of event planning, education, adult programs, or a combination of the three.

This role is a full-time position that requires work during the evenings or weekends.

To apply, send resume and cover letter to: info@waterfrontgardens.org
www.waterfrontgardens.org

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Responsibilities

Events and Rentals

- Serve as point person for all external events booked at Waterfront Botanical Gardens
- Manage event calendar for internal and external event reservations
- Maintain efficient record-keeping for rental contracts, payment schedules, event details, vendor lists and vendor contracts
- Market WBG as an event space to the public
- Enforce policies as outlined in rental/ vendor contracts
- Be on-site point person during events

Educational Programs

- Implement educational programs as outlined by Director of Horticulture and Education
- Coordinate all education programming including scheduling and logistics. Lead programs when necessary.
- Measure effectiveness of educational programs through pre- and post-test survey, or other methods
- Assist in the marketing of educational programs offered by WBG
- Identify teacher/leaders for all programs, which may include volunteers
- Organize and produce all materials and supplies needed for programs
- Identify and prioritize materials and equipment needed in classrooms, and coordinate with Director of Horticulture and Education to secure supplies needed
- Attend staff meetings and board meetings as requested
- Coordinate with Volunteer Manager to assist in recruiting and orienting volunteers, providing them with guidance as needed
- Complete and submit required reports for grants as needed
- Other duties as assigned

Qualifications/Requirements

- Minimum of a Bachelor's degree preferred.
- A minimum of five years' experience in sales, educational program coordination, working with the public, and working with staff and/or volunteers. A minimum of two years of experience in creating/teaching educational programming or event planning and management
- Requires effective interpersonal and oral communication skills

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- Requires effective writing and oral communication skills to conduct meetings and training sessions, and to prepare reports that are clear, complete, comprehensive, and use good grammar and punctuation
- Successful experience working in a team setting
- Ability to present a positive image of the organization to the community
- Continuous communication and/or interaction with staff, volunteers, visitors and management is required
- Occasional bending, stooping, reaching, crouching or light lifting (up to 50lbs) may be required for set up and take down of events
- Prolonged periods of standing or walking in varying environmental conditions
- Job often requires work outside the typical work week to manage events and programs. Therefore this individual will work a flexible schedule for a total of 40 hours per week
- Individual must own their own car. Mileage reimbursement for work related driving and parking is available.
- Efficient and productive work style to allow maximum and efficient use of limited resources
- Ability to work well with other staff, board, committee members, donors and volunteers
- Must be willing to work non-standard hours as needed
- Excellent written and verbal communication skills
- Skilled with computers, Mac and Microsoft software programs, social media platforms. Experience with a database management system is helpful (eTapestry, Raiser's Edge or similar)
- Commitment to WGB's mission and its core values

Job Type: Full-time, salaried

Benefits offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; HSA.

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