



## **Event Coordinator**

For over half a century, World Forestry Center has been at the intersection of people and forestry. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them. We are working to calibrate all our programs and exhibits to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. We aim to change how society understands and interacts with our forests. This work will require engagement and trust, built through in-person programs and immersive, emotionally compelling exhibits that move the public from understanding to action.

WFC is very fortunate to have on its campus two large and two small revenue producing banquet/meeting rooms that are rented to companies, organizations, and individuals. Hosting over 200 events a year, WFC relies on this rental revenue to meet its annual budget and help support its mission.

The Event Coordinator reports directly to the Events Services Manager and provides comprehensive customer service pertaining to attracting, booking, and retaining clients who wish to rent our venues. The Event Coordinator also provides on-site support during events.

This position will start at 24 hours a week (full time benefits) and move to 32 hours a week in the spring. Primary schedule is Tuesdays, Thursdays, Fridays, and Saturdays but will flex depending on the events schedule.

### **Responsibilities**

- Respond to online and phone event inquiries by checking event date availability and scheduling and giving campus tours for clients. Events include weddings, social events, and business events and can range from 20 – 250 people.
- Executing contracts for clients who want to book and following through with invoicing and floor plan preparation.

- Provide professional support on day of event by being an on-site liaison making sure client and vendor needs are met and that all WFC policies and procedures are being followed. Often involves working in tandem with facilities team.
- Ensure all safety protocols are adhered to and take the lead on any emergency response that may transpire during an event.
- Support Events Services Manager and Events and Visitor Services Director with administrative needs, client outreach, and marketing of rental facilities.

### **Qualifications**

- Demonstrated experience and/or training with professional event planning with at least two years of experience.
- Excellent customer service skills, organizational skills, and able to communicate well with a variety of people from diverse backgrounds.
- Outstanding interpersonal skills by phone, in person, and via email with high professionalism.
- Must have problem solving skills, be able to multi-task, pay attention to detail, and calmly and professionally deal with unexpected situations.
- Must be flexible and willing to work evenings and weekends
- Computer literate and efficient in Microsoft Office. Knowledge of CaterEase and Prismm a plus.
- Must be able to lift 20 lbs and be physically able to climb stairs and walk a 5.5 acre campus.

This position pays \$26 per hour.

WFC offers a competitive salary and a full benefits package. WFC reserves the right to add or change duties at any time. WFC is an Equal Opportunity Employer

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation or family leave obligations.