

Job Posting: HNC Wildlife Event Coordinator

(Wild Wonderful Night, Save the Wildlife 5K)

Part time: 10 hours/week, 15-20 Sept. & Oct.

Degree or course work in Marketing, Public Relations or other related field preferred

2 years' experience in special event coordination or fundraising required, graphic design skills preferred

Minimum requirements:

Good organizational skills, including time and project management; interpersonal and oral communication both verbal and written; ability to work with minimal supervision; ability to multi-task; self-motivated. Must be proficient with computers and have knowledge of Microsoft Office programs. Available for evening and/or weekend meetings.

Job responsibilities include:

Solicit/manage auction donation items via email, telephone, mailings and in person (WWN)

Solicit/manage sponsors for each event

Solicit/manage Cuisine Sponsors (WWN) and refreshment donors (5K)

Coordinate all printed materials including invitations, fliers, brochures and signage

Coordinate event promotion: website, social media, local media, Constant Contact, press releases

Create/manage online registration

Coordinate WWN Committee meetings monthly or weekly

Assist Volunteer Coordinator to manage/coordinate event volunteers

Coordinate race management company (5K)

Coordinate 5K shirt design & logo, banners, and giveaways

Order appropriate items of recognition (plaques, medals, awards)

Create and revise registration forms

Please send resume to Dana DeBenham, HNC Wildlife Director: danad@howellnaturecenter.org