

**Event & Outreach Coordinator**  
**Essex County Greenbelt Association, Essex, MA**

Greenbelt, Essex County's Land Trust, works with local landowners and the communities of Essex County to protect family farmland, fragile wildlife habitat and treasured scenic landscapes. Our public outreach work connects people to nature and conservation in meaningful ways, offering events and programs that educate, build community and inspire commitment to the natural world.

Greenbelt seeks an enthusiastic professional, with a passion for the outdoors, for the new full-time position of Event & Outreach Coordinator. They will work as an integral member of the Development & Community Engagement Team to organize, support and manage an extensive calendar of year-round weekday, evening and weekend events that include:

- Monthly outdoor activities on Greenbelt and partner properties
- Signature events like Art in the Barn and Tour de Greenbelt
- Special programs and workshops
- Community-based visibility and fundraising events
- Friend-raising opportunities.

Key to this position is the ability to be self-starting, and highly organized with excellent attention to detail. The ability to establish and maintain positive relationships with staff, volunteers, donors, vendors, sponsors, and most importantly, the public, is fundamental to your success.

**Duties include, but not limited to:**

- Initially assist, then work to assume full responsibility for creating, planning and organizing Greenbelt's events and activities.
- Participate fully / lead in the planning and support of community-based outreach events including the preparation, packing and unpacking of event supplies and merchandise.
- Provide administrative and logistical support as needed for all fundraising events including organization of pre-event mailings, event collateral, registrations, RSVPs and post-event information data capture.
- Manage the daily internal and external communications (meetings, phone calls, emails, texts) to provide partner, volunteer and logistical support for Greenbelt events assigned.
- Provide event related content (including updates and corrections) for the Greenbelt website calendar. Provide creative content regarding events for social media channels, blog articles, and email communications.
- Become well-versed in Greenbelt's work, programs and offerings. With training and experience become an enthusiastic spokesperson for Greenbelt's mission, connecting people to nature and conservation in meaning ways.
- Lead the recruitment, training and direction of event volunteers, or provide support to the event's volunteer coordinator as needed.
- Provide general development support or special project assistance as needed.

## **The Education and Skills We Expect You to Possess:**

- A Bachelor's degree with one to two years of work experience in event coordination, community engagement or related functions.
- Excellent interpersonal skills to work effectively with staff, volunteers, and the general public. Ability to speak in front of large groups essential.
- Exceptional organizational and time management skills to meet deadlines
- Strong writing skills, creativity and attention to detail/ability to edit content
- Proficient in using social media channels professionally
- Proficient in Microsoft Office
- Experience with Raiser's Edge fundraising software or Adobe InDesign a plus
- Working knowledge of the Essex County geography a plus
- Ability to lift 50lbs, and stand or sit for long periods of time
- Ability to work in a flexible environment, including outdoors in all weather, with rapidly changing priorities and a variety of projects simultaneously. This position requires occasional night and weekend hours.

## **Expectations and how you will be measured for success in this role:**

- Quick integration within a highly motivated and professional team and a demonstrated willingness to expand job responsibilities
- Meet and regularly exceed event participant expectations for a satisfying and engaging experience
- Effectively contribute to meeting team goals and support our team in continuously finding ways to improve all processes
- Demonstrated success in juggling multiple and evolving priorities
- General attitude of "can do" and effective proactive collaboration with staff, volunteers, partners and participants

**Primary Location:** Allyn Cox Reservation, Essex, MA. Day travel within Essex County is required with personal vehicle to and from events.

**Position Type:** Full-time at 40 hours per week with benefits

## **HOW TO APPLY**

Interested candidates should submit a cover letter and resume as a single combined PDF file no later than March 1, 2018 to Shelley Raymond at [shelley@ecga.org](mailto:shelley@ecga.org).

In your cover letter, please specifically outline your event or community outreach experiences with respect to the position described.

*Greenbelt is actively striving to diversify its workforce and strongly encourages qualified individuals from underrepresented groups to apply. Essex County Greenbelt is an Equal Opportunity Employer*