

## Greenbelt Events & Administrative Coordinator

*Exciting opportunity to work for a dynamic nonprofit conservation organization*

### Position Overview

Greenbelt is seeking a full time Events & Administrative Coordinator.

- Supports Greenbelt's diverse lineup of events throughout the year
- Provides administrative support across the entire organization
- Reports to Events Manager and Director of Development

*Greenbelt seeks a diverse pool of candidates. In addition to being an Equal Opportunity Employer, we aim to create an inclusive, equitable workplace where everyone is valued.*

### About Greenbelt

As Essex County's Land Trust since 1961, Greenbelt is the most active conservation organization in the region. With over 20,000 acres protected, a growing staff of 18+ employees, and thousands of supporters, Greenbelt is a trusted community partner serving the 34 cities and towns in Essex County. Learn more at [ecga.org](http://ecga.org).

### Core Responsibilities

#### I. Administration (30% of role)

- a. General office management tasks such as ordering supplies, picking up mail, monitoring postage account.
- b. Fielding and answering emails and phone calls from the public.
- c. Managing the main internal calendar, including all-staff meetings, excursions, conference sign-ups, and group use of the conference room.

#### II. Events Coordination (70% of role)

- a. In-office events logistics such as keeping our online events calendar up to date, managing registration and waitlists, booking venues, conducting supply inventories, ordering catering, sending reminder emails to attendees, regular communication with volunteers and Volunteer Coordinator.
- b. Off-site events logistics such as picking up catering, shopping for supplies, visiting venues, and providing support during events, sometimes on evenings and weekends.
- c. Signature event and logistics support for large-scale events. Duties may include:
  - i. Art in the Barn: Managing artist responses and applications, new artist outreach, Square Point of Sale set up, volunteer tutorials and management, jury meeting preparation, inventory and supply ordering, general event support during the Art in the Barn (required)
  - ii. Bike Event and Trail Runs: Applying for permits with towns and DCR, helping promote fundraising, reserving rental equipment, arranging catering, answering

- questions from the public, monitoring registrations, assisting with marketing, tracking merchandise orders. (required events)
- iii. General Events and Event Series: Helping arrange for guest speakers and program leaders, attending public events, communicating with volunteers, assisting with outreach and marketing, maintaining registration lists and waitlists, accurately transferring registrants to database.

### **Qualifications and Skills**

- Advanced computer skills, including the ability to learn to complete specific tasks in programs such as Square, webpage CMS, constituent database (experience with Little Green Light a plus), online registration systems, Zoom, and more. Training will be provided, but a solid foundation of computer skills is a must.
- Ability to work independently, meeting multiple overlapping deadlines.
- Exceptional organizational skills and attention to detail.
- Calendar/schedule management, involving multiple staff and partners.
- Excellent communication skills via email, phone, and in-person at events, both internally and with the public.
- Ability to navigate uneven/unpaved ground and lift supplies up to 25lbs for outdoor events.
- Access to personal transportation will be necessary for events around the county, and mileage will be reimbursed. A valid driver's license is required.
- A love of conservation and the outdoors.

### **Required key event dates when the Events & Admin Coordinator will need to be available:**

May 15, 2025 for Annual Member Meeting

May 17-18, 2025 for family event "Bees, Birds & Butterflies"

June 9-16, 2025 for Art in the Barn in-person art show fundraiser

August 23, 2025 for Trail Running Race

September 20, 2025 for Tour de Greenbelt, cycling event fundraiser.

### **Position Type**

Full-time, salaried position at Greenbelt's headquarters in Essex, Massachusetts. Competitive salary will be based on qualifications and will include excellent health and retirement benefits. Salary range \$47,000- \$55,000 based on experience, plus benefits, with potential for growth and professional development. Some nights and weekends required, scheduled in advance.

### **To Apply**

Please email your cover letter and resume as attachments in either .doc or .pdf format to [jane@ecga.org](mailto:jane@ecga.org). This position will be open until filled.

*Essex County Greenbelt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.*