

Job Title: Event Specialist
Department: Marketing & Communications
Reports To: Marketing Specialist & Foundation Event Coordinators
Position Status: Seasonal / Non-Exempt

Summary:

Under direction of the Marketing Specialist and Foundation Event Coordinators, the Event Specialist is responsible for assisting with the planning of events, the execution of the events, adhering to a budget, managing vendors, showing sites to potential renters (wedding venues, pavilions, rooms, etc.)

Qualifications:

Experience in event planning and rentals.

The position requires experience working with volunteers, organizational management, and staff. Must possess high level people skills, the ability to communicate effectively both orally and in writing, and knowledge of basic computer software programs and standard office equipment. Able to work flexible hours, travel to different work sites and community venues, which will include Foundation weekend events such as the Prairie Pedal, Festival of Spring, Fall Harvest Festival, etc.

Must possess valid Illinois driver's license with a clean driving record. Must possess current First Aid and CPR certificates, or have the ability to obtain them within six months of hire. Must successfully complete a drug screen and background check.

Essential functions:

- 1. Event planning:** Works with Marketing Specialist and Foundation Event Coordinators to create event concepts, schedules and timelines, and budgets. Work with the Volunteer Coordinator to secure volunteers for events.
- 2. Vendor management:** Meet with vendors, coordinate logistics, and maintain relationships.
- 3. Site selection:** Research and secure venues.
- 4. On-site execution:** Run errands, help with set-up, and work with staff and volunteers.
- 5. Post-event:** Write a report and evaluate what went well and what could be improved.
- 6. Marketing:** Assist with providing information related to event for the creation of digital and print materials.
- 7. Rentals:** Book room, pavilion, and venue rentals for the public and responding to inquiries regarding rentals at the District.
- 8. Meetings:** Attend departmental and District meetings, and the occasional Foundation Board meeting.

Marginal functions:

1. Assisting with community booths as needed.
2. Serve on committees as required furthering the purposes of the Conservation District.
3. Attending relevant conferences throughout the year.

Psychological Considerations:

1. May work under time constraints.
2. Must be able to deal with people under stressful conditions.
3. May need to resolve differences between staff and event volunteers.

Physiological Considerations:

1. Adequate speech, hearing, and vision; and general manual dexterity required.
2. Some light lifting associated with an office setting.

Environmental Considerations:

1. Office environment with occasional travel. Exposure to elements during outdoor events.

Cognitive Considerations:

1. Ability to prioritize and complete multiple tasks.
2. Ability to coordinate and provide guidance to full and part-time employees, volunteers, and patrons.
3. Must use good safety awareness and judgment.
4. Must possess good problem-solving ability and good judgment in keeping with the mission of the Conservation District.

The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and may have other duties as assigned.

Hours: Mon-Fri, 9:00am – 12:00pm. Weekends as needed for events.

Pay: \$17-19/hour