Job Title: Event and Office Coordinator

Reports to: Program Director

Direct Reports: None

Classification: Full time, non-exempt (hourly), benefits eligible

About the Organization:
Belwin Conservancy is a nonprofit organization with a mission of inspiring connection and engagement with the natural world. Through immersive community programs and environmental education, we inspire and engage people in the care of natural areas. Through land protection and habitat restoration, we revive threatened ecosystems so wildlife can thrive for generations to come. Located in Afton, MN, on the ancestral home of the Wahpekute Dakota people, Belwin’s 1,500+ acres of permanently protected land includes woodland, prairie, oak savanna, ponds, streams, and wetlands.

Position Summary:
The Event and Office Coordinator is a new position that will be public facing. This person will coordinate and oversee Belwin’s public events, manage rental of facilities, and be the point person for Belwin’s general email and phone. This position will work closely with the Program Director to meet the needs of the organization.

Responsibilities:

- Events 60%
  - Coordinate, execute, and attend Belwin’s public events. Events planned for 2022 are:
    - Mid-Winter Family Fun (February)
    - Bison Festival (May)
    - Lunar Party with Minnesota Astronomical Society (June/July)
    - Music in the Trees (August)
    - Night In Nature (September)
    - Star Party with the Bell Museum (November)
    - Winter Solstice (December)
    - Outside Voices speaker series (dates TBD)
  - Manage outside vendors, contractors, and creatives related to events (delivery/setup, payment, paperwork, etc.)
  - Work cross-departmentally to have event sites prepared
  - Coordinate day-of logistics, acting as a point of contact for staff, vendors, contractors, creatives, and volunteer coordinator
  - Communicate with Belwin’s Volunteer Coordinator on all volunteer needs and help train volunteers for events
  - Track attendance and payments
  - Track audience/visitor engagement and learning outcomes when appropriate
  - Assist with new program development and implementation when needed

- Rental Administration 10%
  - Coordinate occasional facility rentals, including scheduling groups, managing supplies, and updating calendars
  - Serve as on-site host for outside groups using Belwin spaces
  - Field special-use inquiries, (e.g. filming on site, Eagle Scout special projects, home schooling classes, etc.)

- Other Administration 30%
  - Answer general Belwin inquiries via phone and email
  - Coordinate shared services (e.g. cleaning service, copier, portable toilets, etc.)
  - Serve as point of contact for google calendars internally and with partners and contractors
  - Participate in organizational work around diversity, equity, inclusion, and access
Qualifications of the ideal candidate:

- Minimum of 3 years’ experience in event planning and/or project management (multiple-day festivals or 1,000+ visitors a plus)
- Experience working with creatives/artists/musicians a plus
- Strong written and verbal communication skills
- Excellent interpersonal skills with the ability to remain tactful, courteous, and professional under a wide variety of circumstances
- Ability to work under pressure to handle frequent change, delays, and/or unexpected events
- High attention to detail with a focus on quality
- Ability to creatively problem-solve with accuracy and thoroughness, ensuring project quality
- Ability to be an enthusiastic ambassador and champion for Belwin’s mission
- Ability to prioritize multiple responsibilities and deadlines
- Ability to work independently and collaboratively
- Experience with MS Word and MS Excel
- Commitment to an inclusive workplace culture

Physical Requirements:

- Work at a desk, computer, and phone for extended periods of time
- Move around the office and event sites, frequently on uneven ground
- Ability to lift, move, set up and tear down equipment
- Independently operate a motor vehicle
- We require that all staff be fully vaccinated for COVID-19 before beginning employment. Reasonable accommodations may be made in some cases.

Work Schedule:

- Primarily Monday-Friday but must be flexible to work event and rental evenings and weekends
- This position is based on site with occasional ability to work from home

Travel

- This role requires a driver’s license. Some travel to visit vendors is required using company vehicle or will be reimbursed.

We Offer:

- Pay rate of $19.00 - $21.50 per hour, depending on experience (estimated $40,000 - $44,000 annually)
- Employer subsidized health care, option to purchase dental and vision plans
- 401k match
- Paid Time Off
- Professional development opportunities

To apply:
Please send your cover letter, resume, and three references to Susan Haugh, susan.haugh@belwin.org
Position open until filled.

Belwin Conservancy celebrates diversity. The Belwin Conservancy board and staff are engaged in ongoing work to create a more inclusive and equitable culture and environment for our board, staff, volunteers and visitors. We partner with those who share these values with the knowledge that our lives are richer, and our impact is greater when we honor and welcome diverse voices, belief systems, and ways of knowing.

Belwin is proud to be an equal opportunity workplace. We make an effort to invite and attract a variety of people and to create an inclusive workplace culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.