

## JOB DESCRIPTION

**JOB TITLE:** Events & Volunteer Coordinator  
**Location:** Highlands Center for Natural History (HCNH)  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt – Full Time salary (40 hours week)  
**Salary Range :** \$40,000 to \$42,000 Annual Salary, Plus paid PTO and Retirement plan

### RESPONSIBILITIES:

Under the supervision of the Director of Operations and the Executive Director, the **Events and Volunteer Coordinator focuses** on the planning, coordination and execution of Special Events, overseeing rental usage of Walker Road Facility, managing HCNH's robust volunteer program and assisting with other office duties. The position will require working on multiple weekends throughout the year with corresponding days off to occur on weekdays. The Events and Volunteer Coordinator works in following area of responsibilities:

#### 1. Special Events

- Under the supervision of the Executive Director take primary responsibility for organizing, planning and execution of the annual “*Wander the Wild*” hybrid fundraising event. Assist with the solicitation and stewardship of auction package donors and with the development of the online auction platform
- Under the supervision of the Executive Director and Development Committee work to organize and execute at least two Donor Recognition events per year
- Under the supervision of the Director of Operations take primary responsibility for organizing, planning and execution of other special events including Shakespeare in Pines, Plein Air Art Festival, Holiday Bazaar, Summer Concerts and Winter Luminaria
- Support and work cooperatively with multiple volunteer committee Chairs and members to support these special events.
- Assist education staff with the execution of the Grow Native Plant Sale, family and adult related programming
- Work with the staff, new partner groups and Committees to develop new events consistent with mission of HCNH to reach new audiences

#### 2. Rental Group Management

- Manage the rental usage of the Center including bookings, contracts, deposits, payments, insurance requirements, and keeping the calendar.
- Oversee the coverage of rental groups including hosting, set up, take down and janitorial services. Be the primary host with rental groups or coordinate with other staff if unable to provide coverage
- Work with Marketing Coordinator to promote the Center for rental opportunities including corporate retreats, weddings and life events

#### 3. Volunteer Management

- Develop, build and maintain positive, long-term relationships with volunteers
- Interview potential volunteers and match their talents with organizational needs
- Process, organize and maintain volunteer paper work including finger printing cards
- Coordinate volunteer teams for office projects, program support, special events, community outreach efforts, and facility maintenance
- Oversee a volunteer recognition program including awards, events and name tags
- Track all volunteer hours and create reports
- Maintain the volunteer data-base and work to integrate it with donor data-base.
- Oversee volunteer recruiting efforts including applications, web based promotions, and newspaper listings
- Work with other staff to organize regular volunteer trainings as needed
- Facilitate good communication with and between volunteers

#### 4. **Reception and Office Assistance**

- When in the office, take a primary role greeting visitors, providing visitor information and supporting store volunteers.
- Assist with other general office duties such as answering the phone and attending to the store customers

### **Qualifications and Skills**

- BS or BA in business, nonprofit management, or related field preferred
- High degree of organizational skills and attention to details
- Strong interpersonal skills and ability to relate to people of diverse backgrounds
- Technologically literate with strong computer skills including familiarity with database programs, Microsoft Word and Excel and other commonly used software
- At least two years previous experience in a professional office setting
- Knowledge of and /or demonstrated ability to learn the natural history of the Central Arizona Highlands
- Must have a demonstrated commitment to the mission of the Highlands Center
- Excellent communication skills, both verbal and written
- Good internet skills, including use of email programs, group messaging and web based software
- Good problem solving and customer service skills
- Skills in establishing priorities and managing workload
- Ability to work in a team environment as well as operate independently
- Ability to multi-task and keep track of multiple projects in the midst of constant interruptions.
- Knowledge of and /or willingness to learn the natural history of the Central Arizona Highlands

### **Job Specifications**

- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided. While performing the duties of this job the employee is often exposed to outside weather

conditions while walking between various campus buildings and hiking on trails for up to eight hours. The noise level in the office environment is moderate. Employees may be regularly required to stay stationary in an office environment.

- The employee must be able to participate in two way or multi-dimensional communication with multiple people
- The employee is occasionally required to lift up to forty (40) pounds
- This position requires significant amounts of keyboarding due to database management and organizational correspondence
- This position requires moderate amounts of time on the telephone
- Ability to use computer, typewriter, fax machine, laminator, postage machine, copiers and telephone.
- Employee must have a valid driver's license
- All employees of Highlands Center for Natural History must be fingerprinted for a background check in the state of Arizona