



## **Programs & Events Coordinator**

### **Job Description**

#### **About Chattahoochee National Park Conservancy**

Chattahoochee National Park Conservancy, Inc. (CNPC) is a nonprofit 501(c)3 corporation. CNPC is the official friends group for the Chattahoochee River National Recreation Area (CRNRA), a series of fifteen park units along 48 miles of the Chattahoochee River in metro Atlanta, totaling 7,000 acres of land and water. Our mission is to build awareness and a community of support for the Chattahoochee River National Recreation Area and promote stewardship of its natural and cultural resources.

#### **Position Summary**

This is a high energy position that champions the CNPC's mission and vision both internally and outwardly to the community. The Programs & Events Coordinator is responsible for organizing and completing outreach events, internal events, volunteer programs, and community engagement initiatives. They oversee all aspects of event planning and coordination, including identifying and working with external partners, managing on-site vendors, managing volunteers, and maintaining event budgets. This position is expected to work a variable schedule to allow for flexibility to be present for all organizational events.

#### **RESPONSIBILITIES**

##### **Community Engagement and Programs**

- Schedules regular outreach events including; tabling, meetings, and formal presentations; recruits volunteers to assist in tabling at such event
- Maintains inventory of outreach materials and collaborates with Marketing and Membership Coordinator to develop needed materials
- Seek opportunities to promote the organization at community events in and outside of the CRNRA
- Primary contact and coordinator representing CNPC and community programs developed in partnership with the Executive Director and Board Program Committee.
- Coordinates CNPC's participation in partner events, such as REI's Great Outdoor Campout, Sweep the Hooch, local municipality community events, and more.
- Maintains an up to date schedule of annual programs for CNPC to attend and/or host
- Acts as the representative of CNPC at programs, including: welcoming attendees, providing organizational information, promoting membership and donations to current projects, advocates for CRNRA's mission and CNPC's mission

##### **Events**

- Creates timelines for CNPC hosted events, schedules volunteers (if needed), and oversees the "day of" logistics;
- Tracks and maintains event budgets for each instance

- Maintains an ongoing inventory of hospitality items for internal and external meetings
- Procures food and beverage (F&B) needs, performs set-up and clean-up duties;
- Ensures availability of supplies needed;
- Sets up and monitors registrations;
- Assist in planning and coordination of events with board committees and Executive Director
- Performs other duties essential to CNPC events and programs

### **Volunteers**

- Manage booking and schedule for corporate volunteer inquiries
- Collaborate with the CRNRA Volunteer Coordinator on cohosted volunteer workday logistics and needs from the park
- Promote corporate volunteerism as a revenue generating opportunity for CNPC; willingness to make directed asks for donations

### **Administrative**

- Knowledge of permitting process with CRNRA and applies as needed for CNPC to host or assist in hosting events within the park
- Assists Executive Director in gathering supplies and materials needed for meetings, such as but not limited to, print materials, gift bags, informational materials
- Monitors and responds to messages that come in through general email for CNPC in collaboration with Marketing and Membership Coordinator
- Assists in developing language around case statements, funding proposals, and other written narratives as needed
- Serves as the CNPC's liaison to outside vendors
- Maintains events on CNPC's website and database, managing sign ups, messaging around the program, and direct communication to participants
- Prepare reports for Executive Director on program and event participation and metrics
- Assist in developing grant reporting language
- Serves as staff liaison to board committees as directed by the Executive Director. Board Committee are reviewed annually and developed or changed as needed by the Board President and Executive Director

### **Skills and Abilities:**

- Knowledge of CNPC mission and ability to communicate it
- Knowledge of social media and other basic marketing platforms.
- Ability to pay attention to detail and manage multiple projects at one time
- Ability to manage organizational calendars, maintaining up to date information
- Ability to be flexible and adapt to changing needs and time pressures.
- Ability to disseminate information clearly and concisely.
- Ability to communicate professionally and build relationships with coworkers, volunteers, members, donors, and vendors.
- Ability to create and sustain positive working relationships at all levels of the agency; internal and external.
- Proven relationship-building skills to support collaboration

- Ability to track, analyze, and adjust programs and processes as necessary.

### **Requirements**

- Must be able to work a flexible schedule to be present at all CNPC events, outreach, and programs
- Educational background or comparable work experience in environmental studies, conservation, natural resources, nonprofit management or a related field
- 1-3 years of experience in the nonprofit sector, preference in the environmental sector including parks, gardens, environmental justice, sustainability
- Experience with public speaking, co-leading meetings, presentation delivery
- Experience with volunteer program management or coordination is a plus
- Possess exceptional organizational skills, attention to detail and follow through
- Excellent communication and writing skills, patience, professionalism, and ability to effectively interact with the community, national park service employees, and CNPC leadership

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The qualified employee will work in an office setting, and interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require some flexible hours, and local travel (approximately 40%). The Chattahoochee River National Recreation Area spans over 48 miles of Chattahoochee River, 66 miles of trails, and 7,000 acres of land and water.

This position is eligible for hybrid work, where they may work remotely some days of the work week, and in person at the Island Ford Park Headquarters other days of the week.

Must have reliable transportation to and from work, including offsite meetings, events and programs in and outside of the park, and regular commuting to in person office.

### **Compensation and Benefits:**

This is an outstanding opportunity to contribute to a fast growing nonprofit. Salary starts at \$45,000 and will be commensurate with experience. Benefits include health care and PTO.

Chattahoochee National Park Conservancy is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.

### **How to Apply:**

Interested candidates should send a resume and cover letter to [brittany.jones@chattahoocheeparks.org](mailto:brittany.jones@chattahoocheeparks.org).