



JOB DESCRIPTION

Job Title:	Event Coordinator
Department/Location:	Friends of the Zoo
Reports to:	Manager of Events
Fair Labor Standards Act Status (FLSA):	Non-Exempt, Hourly
Employment Status:	Part Time
Revision Date:	9/29/2017

JOB SUMMARY

The Special Events Coordinator is responsible for assisting in the development, planning and implementation of events for the Friends of Henry Vilas Zoo. The Coordinator will primarily focus on external events, including corporate night rentals, birthday parties, reunions, baby & wedding showers, etc. The Coordinator will assist the Manager of Events, in a support role, with day-of event logistics, set up and break down needs, and on-site volunteer management. This role will also interact regularly with volunteers, donors, members, guests, and vendors. Excellent customer service skills are a must. This position requires a high level of organization, acute attention to detail, self-motivation & initiative, as well as an affable demeanor.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Responsible for growing the zoo's facility rentals program.
- Responsible for assisting Manager of Events with organization and execution of annual fundraising events.
- Manage and execute evening events at the direction of Manager of Events.
- Coordinate event logistics and communicate appropriately to participating vendors and guests as assigned.
- Coordinate with Volunteer Coordinator and Manager of Volunteer Services to ensure staffing and volunteer needs are met for events.
- Assist in management of events-related Google docs, sheets & event RSVPs.
- Assist in research of potential donors that align with needs of specific events.
- Create engaging social media posts promoting the facility rentals program.
- Communicate and execute all event logistics and safety plan in conjunction with the Event Manager, Friends of the Zoo & Henry Vilas Zoo Staff.
- Assist with sponsorship activation and fulfillment.
- Provide top quality customer service to guests, vendors, members, partners and sponsors and answer correspondence efficiently.
- Grow the facility rentals program- partnering with event planners and vendors as needed
- Outreach to corporations, organizations and individuals regarding the rentals program



- Host semi-annual on-site open houses & catering tastings with direction from the Manager of Events.
- Ensure all rental forms and preferred caterer’s contracts are updated and organized at the direction of Manager of Events.
- Review incoming event invoices for accuracy and ensure expeditious payment.
- Other duties as required.

SECONDARY FUNCTIONS

- Collaborate with Friends of the Zoo staff and Henry Vilas Zoo staff, board, and volunteers on projects and other duties as needed.
- Be able to answer inquiries about signature fundraising events efficiently.
- Coordinate the cleaning of event spaces as needed (Main Tent & Anna Vilas Hall).

JOB QUALIFICATIONS

Required Knowledge and Competencies:

- Strong multi-tasking skills, and ability to make quick decisions and stay level-headed.
- Ability to work in close collaboration with other key team members and volunteers.
- Strong organization and time management skills.
- Computer Knowledge: Proficiency in Microsoft Office suite, specifically Outlook, Excel and Word, as well as Google documents, sheets & drive.
- Social media knowledge strongly preferred.
- Outstanding written and oral communication skills.
- Excellent customer service skills and experience.

Education and Experience:

- Some college is required, Bachelor’s degree is preferred.
- Comparable experience and training may be substituted for minimal education requirements.
- Previous nonprofit or project management experience is strongly preferred.

WORKING CONDITIONS

- Must be able to lift at least 40 lbs.

PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
Standing				X
Walking				X
Sitting				X
Lifting			X	



Carrying			X	
Pushing			X	
Pulling			X	
Climbing		X		
Balancing		X		
Stooping		X		
Kneeling		X		
Crawling		X		
Reaching			X	
Handling			X	
Speaking				X
Hearing				X
Seeing				X
Color Vision				X
Depth Perception				X

To apply: Please send resume & cover letter to Crystal Padley, Event Manager for Friends of Henry Vilas Zoo at crystal@vilaszoo.org by October 20th.