



Job Description **Events Coordinator**

Summary

CNPS is seeking an Events Coordinator to help deliver conferences, plant science events, and development activities. Reporting to the Director of Marketing and Communications, the Events Coordinator will be critical to ensuring success of the 2017 CNPS Conservation Conference, and will assist in developing, organizing, and promoting VIP events, workshops, and other events. The successful candidate will join a growing professional staff and be part of a committed team that includes hundreds of smart and dedicated volunteers.

About CNPS

CNPS is a science-based conservation organization that celebrates and saves California's globally important plants and places. CNPS is powered by 1,000 volunteers in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs.

Responsibilities

Conservation Conference Coordination

- Working with the Conference Lead, coordinate sessions, abstracts, workshops, special events, and other planning.
- Assist Executive Director in conference sponsor contact, tracking, follow-up, thanks.
- Assist in the maintenance of the Conference registration database.
- Communicate with registrants, exhibitors, sponsors, and others.
- Work at Registration Desk and elsewhere on days of Conference.
- Assist with compiling responses to conference evaluation and contribute to final report.
- Coordinate with Exhibitors regarding AV, internet and power needs, space needs, sending materials, exhibition hall dates and times, arrangement of exhibitors in the hall, etc.
- Organize and help manage event volunteers.

Fundraising and Appreciation Event Coordination

- Develop event project plans and timelines.
- Participate in scheduling and arranging donor visits.
- Secure and schedule venues, coordinate onsite logistics.
- Update event and attendee information in registration database and on website as needed.
- Draft and coordinate communication related to the event.
- Work with Director of Marketing and Communications to create outreach materials, displays, and social media messaging in support of the event.
- Help to secure advertising and promotion as needed.
- Coordinate with local CNPS chapters in support of events.
- Support event management as needed, including day-of coordination.

Plant Science Program Support

Work with plant science team to provide event coordination for CNPS plant science activities and programs such as Rare Plant Treasure Hunt, Botanist Certification Exam, Seed Collection Trainings, and others. Responsibilities:

- Manage attendee registration and payments in CRM/member database.
- Help secure venues and related payments/insurance as needed.
- Support event communications with reminder emails and follow-ups.
- Support day-of logistics as needed.
- Other tasks as required.

Qualifications

- Bachelor's with a minimum of two years of experience in a comparable position, or minimum of five years of experience in lieu of Bachelor's degree.
- Excellent interpersonal skills and ability to work well with people of different backgrounds.
- Excellent oral and written communication skills.
- Demonstrated ability to be a self-starter, and to complete detail-oriented work with high level of accuracy working independently or with a team.
- Ability to independently and efficiently manage multiple complex projects simultaneously.
- Familiarity with fundraising software/donor database or CRM.
- Knowledge and experience with Microsoft Office suite, Google suite, standard social media platforms, and helpful web-based tools like Canva.

Additional Desired Skills

- Fluency in Spanish or other languages spoken by Californians.
- Knowledge of CNPS, familiarity with native plants and plant communities throughout California.
- A commitment to conservation.

Physical Requirements

This job requires prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Job Requirements

- Work time is generally Monday through Friday 8:00 to 5:00. Some flexibility is possible.
- A valid California driver's license and proof of car insurance are required, provided annually.
- Periodic travel to locations throughout California will be required.

Status, Compensation, and Location

This is a full-time staff position eligible for benefits. CNPS offers a competitive benefits package. This is a Sacramento-based position. Pay is commensurate with experience.

To Apply

Please submit cover letter and resume to jobs@cnps.org. Subject line of email should read "Events Coordinator application." This is a full time, Sacramento-based position. Review of applications begins May 1 and position is open until filled.

The California Native Plant Society is an Equal Opportunity Employer