



## **Position Description**

### **EVENTS COORDINATOR**

Teatown Lake Reservation is seeking a highly organized, flexible, detail-oriented, motivated, enthusiastic, and professional individual to coordinate external and internal events at Teatown.

**Schedule:** This position is full-time (35 hours per week), with a flexible schedule including a mix of remote and on-site work, including some evenings and weekends.

**Supervisor:** Director of Development

#### **Position Duties:**

- Provide project coordination and event planning support for a wide range of Teatown events, including the annual Gala, EagleFest, PlantFest, and Pancake Brunch,.
- Take an active role in cultivation and coordination of outside third-party rentals of Teatown's facilities, including weddings, community events and meetings, and children's birthday parties.
- Foster and maintain relationships with Teatown constituents via in-person, phone-based, and email communications.
- Oversee sourcing and management of vendors needed for events.
- With direction, execute vendor contracts, track receipt of rental revenue, and maintain a recommended-vendor list for third-party rentals.
- Ability to attend evening and weekend events.

#### **Position Qualifications:**

- Bachelor's degree with a minimum of 5 to 10 years of professional public and private event management
- Valid Driver's License and a clean driving record
- Strong interpersonal skills; excellent verbal and written communications skills
- Highly proficient with technology, including experience with Word, Excel, PowerPoint, and calendar software
- Good customer service skills, ability to manage multiple tasks and projects concurrently

***Teatown's mission is to inspire our community to lifelong environmental stewardship***

- Must be able to work independently and also work successfully as part of a team
- High degree of integrity, professionalism, and punctuality for all events
- Interest in Teatown's mission, environmental issues, conservation, and green living a plus

**Job Type:** Professional, full-time

**Salary range:** \$45,000 - \$50,000 / year plus generous benefits package; 403(b) retirement plan with employer match; generous paid time off, including annual leave, sick leave, personal days, and federal and floating holidays.

**Proof of full COVID-19 vaccination is required.**

**Instructions:** To apply, please send your résumé and cover letter to Susie Erdey, Director of Development, at [serdey@teatown.org](mailto:serdey@teatown.org). No phone calls, please.

**About Teatown:** Teatown is a nonprofit nature preserve and environmental education center located in Westchester County, in New York's Lower Hudson Valley. Our mission is "to inspire our community to lifelong environmental stewardship." Our programs reach more than 20,000 students and community members annually. With more than 1,000 acres under conservation, Teatown is the largest community supported nature preserve in Westchester County. Our aim is to conserve open space for generations to come through science-based stewardship initiatives that protect habitats, biodiversity, and the ecosystem services we depend upon. We offer 15 miles of hiking trails; a Nature Center with indoor and outdoor animal exhibits; a two-acre island refuge for more than 230 species of native wildflowers, and year-round programming for adults and children.

*Teatown is an equal opportunity employer. We are committed to a diverse and inclusive environment for all employees.*

