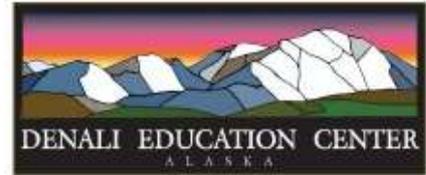


Position Description

Event Coordinator



Classification: Full-time Non-Exempt (hourly) Employee
Reports to: Marketing and Communications Director
Job Duration: May - September; dates to be mutually agreed upon
Schedule: 40 hours per week; includes evening work

Summary:

Denali Education Center (DEC) is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Our mission is to promote understanding and appreciation of Denali through fun, informative, and inspiring programs. Our 10-acre campus is home to 12 guest cabins, a combined classroom and dining hall, a yurt, and the community events building. We operate week-long learning vacations in cooperation with numerous educational groups and organizations, primarily Road Scholar. In addition, we offer a suite of community programs, evening events, lectures, and youth programs. Denali Education Center is a diverse organization, with its roots firmly planted in the local community, and Denali National Park and Preserve.

The Event Coordinator is the primary contact for all events and performances in the Charles Sheldon Center, Volunteer Day, and fundraising events including the Healy Tundra Challenge Golf Tournament and Annual Auction. Tasks require excellent communication skills, are computer-intensive, and will include database entry, special events planning and hosting, managing volunteers, filing and maintaining records, creating flyers and posters, and other tasks as assigned. The Event Coordinator will work in a highly collaborative environment with staff, guests, and volunteers.

Position Responsibilities:

- Act as a contact for Charles Sheldon Center events, ensuring that the room is prepared and that a host is available (when applicable); acting as the event host when necessary
- Ensure the Charles Sheldon Center is clean and presentable at all times; coordinate cleaning with hospitality staff and cleaning the space if necessary
- Keep a record of all day programs including numbers of attendees and evaluation information
- Help with food service programs including appetizer and dinner programs for private tour groups; duties include set-up, food service, clearing plates, and all clean-up; act as host for the group when and if necessary
- Assist in the planning and coordinating summer fundraising event (typically one per month); events are predetermined
 - Annual Auction, including soliciting donations, food, and entertainment for the evening
 - Healy Tundra Challenge golf tournament, including recruiting volunteers and players, and soliciting donations for post-play awards
- Work with summer volunteers, helping to maintain a list of ongoing/needed volunteer projects
- Aid the Marketing Director with the maintenance of the donor database as necessary
- Assist the Marketing Director to ensure that all donors are acknowledged correctly in publications, the website, and all marketing, educational, and media material
- Attend and take notes at weekly staff meetings; coordinate with the Marketing Director to send a summary of meetings to all staff
- Help with the production of weekly community email that includes information about upcoming events at the DEC and in the Denali area
- Updating and maintaining the Denali Education Center's website, community calendar, and social media accounts if needed

- Assist DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection. Use environmentally-friendly products when possible, and purchase items with minimum packaging in mind. Continually help educate guests about DEC's efforts to recycle and compost, encouraging them to participate

Qualifications:

- A self-starter who requires little supervision
- Strong writing, speaking, and organizational skills
- Experience with public relations, communications, marketing or related field
- Ability to speak in front of large groups of people
- Willingness to work irregular and varied hours
- Eagerness to work as part of a team, both as a leader and in a supporting role
- Ability to work in a dynamic environment with a small staff
- Computer proficiency in Microsoft Office (Word, Publisher, and Excel), strong web research skills, and proficiency or the ability to become proficient in Google apps (such as Mail and Calendars) as well as FileMaker Pro
- Ability to have fun and maintain a positive attitude during a busy and compact summer season
- Valid driver's license and an insurable driving record

Preferred Knowledge and Skills:

- Individual creativity is strongly encouraged in this independent work environment
- Basic knowledge of CSS/HTML preferred
- Current CPR and First Aid Certification or willingness to train
- 21+ years of age preferred

Compensation:

- Hourly rate for the Event Coordinator is \$15.00 per hour; overtime is expected during events, otherwise it must be approved by a supervisor
- An end of season bonus, offered upon completion of summer contract.
- Private housing may be available for a nominal fee. Employee kitchen and shower facilities are shared and maintained with other employees

Disclaimer:

This Position Description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

Denali Education Center is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

To Apply: Qualified candidates should send a cover letter, resume, and two professional references to Jake Hill at jake@denali.org and info@denali.org. You may address your inquiry and any questions to Jake Hill- our Marketing and Communications Director. Please include the job for which you are applying in the subject line of the email.