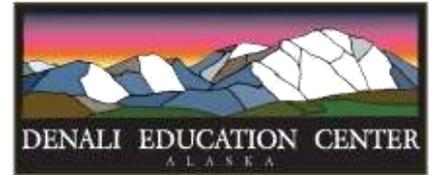


Position Description

Event Coordinator



Classification: Full-time Non-Exempt (hourly) Employee
Reports to: Executive Director and/or Marketing and Communications Director
Job Duration: Mid-May – mid-September; dates will be mutually agreed upon
Schedule: 40 hours per week; includes evening work
Compensation: Starting at \$17/hr

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 Denali campus is home to 12 guest cabins, a combined classroom and dining hall, a yurt, and a community events building. We operate week-long learning vacations in cooperation with numerous educational groups and organizations, but primarily with Road Scholar. In addition, we offer a suite of youth programs, evening events, lectures, and community programs. We also have a 3-acre campus in Talkeetna that has a community hall and a classroom building. We offer summer youth programs and space for group lectures at this campus and operate a COVID testing facility at this site. Denali Education Center is a diverse organization, with its roots firmly planted in the local communities in which it serves, and Denali National Park and Preserve.

The Event Coordinator is the primary contact for all events and performances in Denali at the Charles Sheldon Center, for Volunteer Day, and for fundraising events including the Healy Tundra Challenge Golf Tournament and Auction (if scheduled). 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 the primary contact for all Charles Sheldon Center events, ensuring that the room is prepared and that a host is available (when applicable); host events when necessary
- Ensure the Charles Sheldon Center is clean and presentable at all times; coordinate cleaning with hospitality staff and clean when necessary
- Keep a record of all Sheldon Center programs including numbers of attendees and evaluation information, if available
- Plan and coordinate fundraising events
 - Plan and coordinate the annual Healy Tundra Challenge golf tournament including recruiting volunteers and players, and soliciting donations for hole sponsorships and post-play awards
 - If scheduled, plan and coordinate the Annual Auction including soliciting donations, food, and entertainment for the evening
- Be the primary contact for event volunteers ensuring completed paperwork and documentation of hours
- Maintain and enter information into the donor database as necessary

- Ensure that all donors are acknowledged correctly in publications, on our website, and in all marketing, educational, and media material
- Attend and take notes at weekly staff meetings; coordinate with the executive director to send a meeting summary to all staff
- Oversee production of weekly community email that includes information about upcoming events at the DEC and in the Denali and Talkeetna areas
- Assist in updating and maintaining the Denali Education Center's website, community calendar, and social media accounts
- Other shifts and duties may be assigned to ensure that all staff is familiar with campus resources and DEC's suite of youth and adult programs
- Assist DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection, using environmentally-friendly products when possible, and purchasing items with minimal packaging in mind. Continually help educate guests about DEC's efforts to recycle and compost, and encourage them to participate

Qualifications:

- A self-starter who requires little to no supervision
- Strong writing, speaking, and organizational skills
- Experience with public relations, communications, marketing, or related field
- Ability to talk 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 (especially Mail and Calendars), and FileMaker Pro
- Ability to have fun and maintain a positive attitude during a busy and compact summer season
- Valid driver's license and clean and 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:

- The hourly rate for the Event Coordinator is \$17.00 per hour; overtime is expected during events, otherwise, it must be approved in advance
- Program tips are pooled and dispersed upon completion of the summer contract
- Private housing may be available for a nominal fee (\$200/month). 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. This document is not intended to exclude the opportunity for modifications, providing reasonable accommodation.

To Apply: Send a resume, letter of interest, and references to Jodi Rodwell, jodi@denali.org.