

Programs & Events Coordinator

Attributes

The Programs & Events Coordinator needs to have initiative and be energetic, creative, outgoing and embrace a culture of teamwork. Candidates should understand and be aligned with the CDRI Mission. The position requires the ability to use/learn the POS operating system in the Gift Shop, standard Microsoft Office Suite software and MyEmma software for the Desert NewsFlash e-newsletter. Strong written and verbal skills, along with strong organizational skills are a must, and to naturally work well with the public, including interacting with school-age children and adults of varying ages.

A college degree is preferable, along with evidence of prior work related history showing a high level of responsibility and reliability.

Job Description/Duties

The following is a description of duties which the Programs & Events Coordinator is responsible for carrying out on a daily, weekly or monthly basis depending on the time of the year and/or programs that may be scheduled. An estimate of the amount of time spent on each of the tasks over the year is also included.

20% - Information Desk/Gift Shop: Assist with Information Desk, working at the desk one day per week, plus relieving one hour per day for Information Desk Host's lunch break, as well as work with the Gift Shop inventory management and analysis to include repurchasing and stocking items.

20% - Programs/Event Calendar: Schedule and coordinate programs and/or school tours and adult tour groups with customers who call-in to schedule a date. Assist with planning events including bi-annual Conant Lecture, Volunteer Appreciation Dinner, Cactus Sale, and Cookout/Auction fundraiser to name a few. Maintain, update, and distribute as needed (or as updated) the programs calendar showing all scheduled events.

20% - Social Media/e-Newsletter: Update website with program information, and add Facebook posts twice weekly. Mock up the monthly e-newsletter the "Desert NewsFlash" on MyEmma software for a first of month publication.

15% - Volunteers: Schedule volunteers for programs or tours, as well as recruit and develop training.

25% - Communications/Outreach: Prepare and distribute internal and external communications, advertising, brochures, and outreach to schools and community organizations. Type correspondence to membership base, thank you letters and reminders of upcoming programs.

This is a part-time position, Mon-Thurs., 28 hours/week, with the position becoming full-time July 2019. The position includes sick leave and paid vacation, competitive pay rate, beautiful surroundings and a friendly, collegial work environment.

The Chihuahuan Desert Research Institute is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability or any other status protected by law.