

Programs & Events Coordinator

Attributes

The Programs & Events Coordinator needs to have initiative, be energetic, creative, and be outgoing and embrace a teamwork culture. Candidates should understand and be aligned with the CDRI Mission. The position requires the ability to use 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 and strong organizational skills are a must. Candidates need 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 describes the duties and the time expended of the Programs & Events Coordinator carried out daily, weekly, or monthly, depending on the time of the year and the scheduled programs.

20% - Information Desk/Gift Shop: Assist with Information Desk, working at the desk one day per week, plus relieving up to 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 for school and adult groups with customers who contact us to schedule a date. Assist with planning events, including the bi-annual Conant Lecture, Volunteer Appreciation Dinner, Cactus Sale fundraiser, and BBQ & Auction fundraiser, to name a few. Maintain, update, and distribute the program calendar, showing all scheduled events as needed (or updated).

20% - Website/Social Media/Newsletter: Update website with program information, and add 2X (or more) weekly FB posts. Mockup the monthly e-newsletter, the "Desert NewsFlash," on MyEmma software for a first-of-month publication.

15% - Volunteers: Schedule volunteers for programs or tours and 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., 32 hours/week. The position includes sick leave and paid vacation, a 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 regardless of race, religion, color, sex, gender identity or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.