



09/13/2021

## EVENTS & COMMUNITY ENGAGEMENT JOB ANNOUNCEMENT

### I Job Overview:

<b>Job Title:</b>	Events & Community Engagement Manager
<b>Department:</b>	Marketing & Community Engagement
<b>Classification:</b>	Non-exempt, Hourly
<b>Job Type:</b>	Part-time, Monday thru Friday, occasional evenings and weekends
<b>Job Status:</b>	Employee or Contractor, 24 hours/week
<b>Reports to:</b>	Director of Marketing & Community Engagement
<b>Supervisory Role:</b>	No
<b>Travel:</b>	Yes - local/Ohio. Overnight travel – no.

### II Job Summary:

We are seeking an individual to lead and manage large public events from ideation to completion. Under the direction of the Director of Marketing & Community Engagement, the Events & Community Engagement Manager serves as the primary point of contact and is responsible for overseeing all aspects of the Nature Center's community events and quarterly art exhibits to attract and engage the community and diverse audiences. The Events & Community Engagement Manager will ensure the Nature Center's community events are well-balanced, of high quality, mission-focused, fiscally sound and highlight the center's mission and local natural resources. Duties include collaborating and coordinating with the Development, Facilities, Finance and Education departments, the Volunteer Coordinator, and Marketing staff to plan, budget, market, staff, and execute large collaborative or partnership programs, art exhibits, and community events of varying size each year while helping to promote the Nature Center and generate revenue.

### III Job Primary Duties:

#### A. EVENT MANAGEMENT (30%)

- Conceptualize, oversee, and execute 10-12 annual community engagement events.
- Events may be in person, virtual (online), or hybrid, depending on the type of event and current state and local health requirements.
- Events are to align with the Nature Center's mission and will attract and more deeply engage the community with our mission (i.e. Annual Plant Sale, Hike & Run, Pancake Breakfast with the Birds, Art on View, or similar, and some community partnership events).



#### B. EVENT EXECUTION (45%)

- Work with Facilities Staff to design and execute event layouts, including set up and tear down.
- Collaborate with Volunteer Coordinator to recruit volunteers for events as needed, or to serve on planning committees for larger scale events.
- Work with Education and Natural Resources staff to provide expert content and support staffing for collaborative partnership programs and events.
- Work with Development staff to solicit corporate sponsorships, and/or in-kind donations, as needed.
- Work with Marketing staff to ensure events are expertly marketed to attract attendees and fulfill attendee goals, including writing event press releases as needed.
- Work with Finance Department to create and manage budget, projected revenue and income statements and ensure fiscal soundness for all events.
- Engage the Board of Trustees in the event planning process as appropriate.
- Serve as primary Nature Center contact for committee volunteers and event chairpersons, as needed.

#### C. COORDINATION (15%):

- Oversee all logistics and provide on-site management for all community engagement events.
- Coordinate all post-event follow-up, acknowledgment, and evaluation.

#### D. ADMINISTRATIVE (5%):

- Create event reports for Director of Marketing & Community Engagement, President & CEO, and Board of Trustees, as needed.

#### E. OTHER (5%):

- Assist in other community engagement activities as needed, such as hosting tables and staffing local, related events.
- Contribute to the writing and editing of the Nature Center's newsletter as it relates to pre-event promotion and post-event summary.
- Consult with Development staff on cultivation and stewardship events, as needed.
- Other duties as assigned.

### IV Required Qualifications & Skills:

- High school graduate.
- Minimum of two years of experience in event planning.
- Excellent written, oral and interpersonal communication skills, with a proven ability to work well with a wide variety of personalities.
- Demonstrated ability to establish and build community relationships.
- Demonstrated experience in managing multiple projects simultaneously, while meeting deadlines.
- Ability to organize, prioritize, and adapt to change.
- Proven ability to manage projects requiring multidisciplinary input.
- Excellent organizational skills.
- Big-picture thinker with strong attention to detail.
- Ability to develop plans, event budgets, timelines and follow through to completion.
- Proficiency in Word, Excel and other Microsoft applications.



## V Working Conditions:

- Position requires lifting up to 20 lbs., climbing, kneeling, sitting, bending, driving, and moving items including furniture.
- There are situations in which working outdoors is required throughout the year.
- In light of COVID-19, this position will be provided a combination of working remotely and at the Nature Center building as needed.
- NCSL has taken many safety measures to protect the staff and public from the COVID-19 virus. Personal Protective Equipment is provided.

## VI Compensation:

- \$20.00 - \$22.50/per hour, commensurate with experience and qualifications.
- Eligibility for certain benefits.

## VII Application Procedure:

Email: [Careers@shakerlakes.org](mailto:Careers@shakerlakes.org)  
Subject Line: Events & Community Engagement Manager  
Requirements: Resume  
Recommended: Cover Letter

## Posting Date:

September 15, 2021

## Application Deadline:

September 29, 2021, or until filled

The Nature Center at Shaker Lakes (NCSL), a 501(c)(3) non-profit founded in 1966 is located in the Shaker Parklands of Cleveland's eastern suburbs. The mission of NCSL is to conserve a natural area, connect people with nature, and inspire environmental stewardship. We are an Equal Opportunity Employer that strives to provide a safe, welcoming, and inclusive working environment. View our mission, vision, and diversity statement online at [www.shakerlakes.org](http://www.shakerlakes.org).