

Event and Volunteer Coordinator

Full-Time Position

Yakima Area Arboretum (YAA) • 1401 Arboretum Drive, Yakima, WA 98901 • (509) 248-7337

ABOUT THE YAKIMA AREA ARBORETUM

The YAA is a non-profit living plant museum on 46 acres of land managed as botanical collections, display gardens, natural areas, and building facilities. The Arboretum provides an assortment of educational opportunities to people of all ages. Funding to support the Arboretum is obtained through a variety of sources, including the rental of the Jewett Interpretive Center and grounds for special events.

JOB SUMMARY

The Yakima Area Arboretum's Event and Volunteer Coordinator (EVC) will help carry out the mission of the Arboretum by performing duties related to event planning, fundraising, marketing, public relations, and volunteer coordination. They will need to work well with staff, Arboretum membership, volunteers, customers and community members and be flexible in time and resources used. The successful candidate will be energetic, self-motivated, and attentive to detail. This role is entry level and will serve as a catalyst for a successful career in event planning, non-profit fundraising and relationship management for the right candidate.

PRINCIPAL DUTIES

- Working with the Executive Director, Board of Directors, and other staff he/she will help plan, implement, and provide follow-up correspondence, and evaluation for all Arboretum fundraisers, classes and special events.
- The EVC assists with the entire event process from the planning stage, right through to working with staff and volunteers in the running of the actual event and the post-event evaluation and reporting process. The role is very hands-on and often involves working as part of a team with volunteers and Arboretum staff.
- Prepare appeal letters, solicitations, and marketing materials, with Executive Director approval, to support Arboretum special events and programs.
- Help maintain and update event software and databases.
- Working with the Executive Director develop a volunteer management program to support the Arboretum's many special events, tour, grounds and staffing needs.
- Conduct and/or arrange for volunteer orientation and training, including written job descriptions and recruiting.
- Schedule all volunteer activity, including tours, grounds work parties, and court-ordered community service.
- Organize and participate in volunteer recognition program.

DESIRED QUALIFICATIONS

- Excellent written and verbal communication skills. Bilingual(English/Spanish) preferred.
- Enjoys working with people and talking on the phone.
- Proficient in various MS Office programs, including Word, Excel and Outlook, and ability to use various databases.
- Ability to prioritize, multi-task and follow through with minimal direction.
- Attention to detail, project management skills, and being highly organized a must.
- Flexibility in varied job assignments and willingness to pitch in when/where needed.
- Upbeat, positive attitude and good sense of humor a plus.

WORKING CONDITIONS/SCHEDULE

40 hours a week Tuesday – Saturday, plus some evenings and Sundays to coincide with special events. Work is performed mostly in a small office environment, with frequent interruptions, and involves heavy use of a computer. Frequent use of phones to communicate with facility renters, visitors, volunteers, members, and potential donors. Each staff person is expected to cross train in other office positions so as to be of assistance to our many visitors and callers. Occasional use of a personal vehicle to reach offsite special event locations, pick up donations, and/or shop for supplies to support our special events. May lift up to 30 pounds.

EDUCATION REQUIREMENTS

Bachelor's Degree or an AA degree with strong skills and/or experience. Must pass a basic computer skills test.

PAY & BENEFITS

Salary \$15 hour plus medical insurance. 12 days of vacation each year for the first 4 years.

SUBMITTING YOUR APPLICATION

Please email your resume and a cover letter explaining why you feel you are a good candidate for the position to Colleen Adams-Schuppe colleen@ahtrees.org. Position is open until filled.