



Position Description

Title: Special Events Coordinator
Reports to: Director of Events
Status: Full Time, Non-Exempt
Hours: Generally, 8 - 4:30 pm, M-F, with exceptions due to Special Events

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Special Events Coordinator is responsible for the comprehensive planning, coordination, and execution of special events (mostly fundraisers), ensuring they align with financial goals and organizational objectives. This role involves managing budgets, coordinating vendors, overseeing logistics, and ensuring seamless event operations. The Event Coordinator collaborates with internal teams, vendors, and volunteers to deliver high-quality experiences for attendees. Key responsibilities include site mapping, security arrangements, cash management, and marketing coordination.

Core Competencies & Essential Functions

1. Manage all aspects of planning, implementing, and physically executing events.
2. Manage within expense budgets and develop events that drive stated revenue numbers.
3. Arrange all aspects of public events including but not limited to: developing creative details and timelines, site mapping, managing event budgets, security, technical arrangements, coordinating vendors, and volunteer plans.
4. Responsible for creating, updating, and managing vendor agreements.
5. Works with vendors, suppliers, and entertainment to coordinate participation in events.
6. Updates event content for marketing of assigned events.
7. Oversees cash management plans for assigned events and coordinates with accounting.
8. Works with all departments to ensure the highest quality experience for all visitors.
9. Works closely with the Volunteer Coordinator to identify volunteer needs and manage all volunteer training for events.
10. Works with the Events Assistant and Events Intern to pick up donations, food and beverage items, and event décor.
11. Maintains a positive, helpful, and solution-oriented demeanor when responding to or serving members and visitors.
12. Oversees the Event Lead, Events Assistant and Event Interns in relation to their roles during special events.
13. Performs other duties as requested.
14. Commitment to participating in the Garden's largest annual fundraising event, WPS Garden of Lights, by fulfilling the required number of evening and weekend shifts.

Qualifications, Skills & Physical Requirements

1. Bachelor's or Associates Degree and two years of event coordination experience preferably in a nonprofit setting or an equivalent combination of education and experience.
2. Exceptionally detail-oriented.
3. Ability to effectively solve problems, think creatively, make decisions, and take action, exercising independent judgment.
4. Ability to manage and organize multiple priorities at the same time.
5. Excellent written, verbal, and interpersonal communication skills required.
6. Innovative and creative to keep events fresh and exciting.
7. Strong work ethic, making the most of time in the office.
8. Customer service experience preferred.
9. Culturally sensitive and able to work effectively with diverse groups of people
10. Proficiency in MS Office applications and/or other database programs.
11. Standing for 4 or more hours; some lifting and hauling of materials up to 40lbs required.
12. Must be flexible in working hours and environment. Working evenings and weekends to assist with events.

Standard Benefits

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health insurance coverage and Life insurance (30-40 hours/week)
- Retirement Plan/401 (K) (available to enroll after six months and 700 hours)

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free Family-level membership
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website and submit your cover letter and resume by February 12, 2025.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.

Updated January 2025