Sand Diego Botanic Garden
Job Description
Education and Events Coordinator

Summary

This full time position is responsible for all aspects of the coordination and execution of educational programs and public events for youth and adults. As part of an Education and Events team, the coordinator reports to the Director of Education and interfaces with a variety of internal and external audiences: staff, docents, volunteers, teachers, students, parents, visitors, artists, instructors, guest speakers, vendors, and musicians.

Examples of Duties and Responsibilities

- Provide planning and leadership to education programs and events as assigned

- Work closely with volunteers and docents during events and educational programs

- Provide technology support to educational programs and events

- Schedule Group Visits and Tours

- Help with special event planning and execution

- Communicate with vendors, artists, musicians, and exhibitors

- Organize our group of parking and event helpers during special events

- Create files for classes and take registration and payment

- Communicate with parents and take registration and payment for children's birthday parties

- Assist with program and event supplies for educational programs and events

- Assist with coordination of classes including scheduling, communications with instructors, and roster management

- Lead educational youth programs and tours

- Pick up mail from post office as needed

- Relieve admissions booth operator as needed

- Assist with other miscellaneous duties assigned as needed

Skills and Requirements

Must be available to work many weekends to assist with events and some programs. Must have a team player attitude, be friendly and flexible. Must be able to organize and prioritize work and manage time accordingly; detail oriented; possess strong organizational skills; demonstrate ability to work well with staff, volunteers, students, teachers, and guests. Work with minimum supervision and in an area with frequent interruptions and be flexible enough to deal with changing priorities. Complete projects accurately and within deadlines. Employee

must be skilled at Microsoft Office (Word, Excel, and Power Point) Windows, and willing to learn other programs like POS Square and ActiveNet. Applicant must have good oral and written communication skills. Must have a valid California driver's license and be able to run errands for the office and events. Must be able to walk and/or stand for long periods of time and lift up to 30 pounds as needed. Salary range $14 - 16