



Camp Beech Cliff Job Description

Position: Events and Community Engagement Coordinator (year-round 25 hours a week)
Reports to: Director of Development
Date: February 1, 2024

Summary: The Events and Community Engagement Coordinator is responsible for events throughout the year and provides administrative support to the fundraising department. They will work alongside the Director of Development to ensure that event operations are well organized, fun, and customer centered. This Coordinator is a crucial member of the development and administrative team and must be punctual, organized, detail-oriented, well versed in customer service best practices, and skilled at communicating in a clear and friendly way. There is a possibility of this becoming a full-time position as CBC grows.

Responsibilities include:

- Manage logistics of assigned events, including delivery, planning, design, marketing, follow-up, and evaluation, vendor relations and delegation of event duties with volunteers.
- Operate software for spreadsheets, labels, cards, database information etc.
- Be a resource to visitors; communicate with stakeholders, families, and other staff members; conducts site tours.
- Assist with all administrative tasks relevant to the development office and maintain confidentiality of all content, meetings, and other information.
- Assist with producing, designing, and supporting marketing efforts for events and other development initiatives. Adhere to all deadlines and delivery dates.
- Assist with the coordination of development projects designed to enhance the camp and donor environment.
- Assist in other areas of operations when needed.

Qualifications:

- Strong project management skills.
- Ability to work with volunteers to provide meaningful experiences.
- Enthusiasm, flexibility, clear communication skills, and well-developed customer service skills.
- Ability to think creatively, solve problems, complete work efficiently all with a respect for service and delivery, meeting deadlines.
- Ability to work independently and with the administrative team to provide quality events and be a creative voice on the year-round team.
- Ability to represent and act as liaison for camp with stakeholders, vendors, camp staff and community members both during and after camp hours.

- Proficient in Microsoft Office and Google Suite.
- Proficient in photography, social media, and/or graphic design (desirable).
- Associate degree (preferred).
- Strong interest in the summer camp experience and outdoor education (preferred).

Essential Functions:

- Ability to communicate effectively with individuals and groups and provide appropriate and necessary instructions to staff and vendors.
- Cognitive ability to communicate, plan and orchestrate high caliber events to achieve CBC mission.
- Visual, auditory, and ambulatory ability to identify and respond to environmental and other hazards related to camp events.
- Maintain a positive and professional presence.

Compensation:

- Hourly rate of \$20 - \$21.50 per hour (\$26,000 - \$28,000 range) DOE
- Training \$500 - \$1,000 per year
- Possibility of full-time position with benefits as programs grow