

Sustainable Events Coordinator

The role of the Sustainable Events Coordinator is to cultivate the Aldo Leopold Nature Center's (ALNC's) low-waste events program and coordinate rentals of the facility and grounds. This individual is the main, and often only, contact for all renters and vendors and is responsible for generating support and buy-in for ALNC's mission *to engage and educate current and future generations, empowering them to protect, respect, and enjoy the natural world*. The Sustainable Events Coordinator will help promote, book, plan and be on-site during most events. Basic data entry and administration is involved. This position involves physical labor and a variable schedule. The Sustainable Events Coordinator reports to the Community Engagement Manager and will have direct supervision of two to five seasonal hourly employees.

The [Aldo Leopold Nature Center](#) is a nonprofit environmental education organization dedicated to educating, engaging and empowering children, their teachers, and families. With a state-of-the-art sustainable facility situated on 20 acres of native prairie, wetland, and woodland habitat in Monona, WI, ALNC offers exhibits, nature trails and programs for schools and the public, runs a nature preschool, and organizes [Nature Net](#), a consortium of environmental education providers in southern Wisconsin. ALNC is an equal opportunity employer, committed to building and serving a diverse staff and community and promoting equal opportunities for all applicants and employees. Qualified applicants of under-represented backgrounds and identities are encouraged to apply.

TIME COMMITMENT:

- Minimum 30 hours a week year-round, up to 40 hours a week depending on skills and interest, with a variable schedule. This position is responsible for structuring their time and delegating to additional hourly staff as needed. Required shifts during most wedding weeks are Fridays 2:30pm-10:30pm and Saturdays 5pm-1am. Other shifts are flexible. Most events and facility and grounds showings take place after 4:30pm on weekdays to avoid programming. Flexible attendance at ALNC staff meetings (currently Thursdays at 1:30) is preferred.
- Initial applications will be reviewed on December 3, 2021. New applications will be accepted on a rolling basis.

COMPENSATION:

- Minimum \$30,000/year salary for 30 hours a week. Health Insurance, Dental Insurance, Life and Disability Insurance, 403B participation with 3% company "bonus/match," two weeks of paid vacation. (Extended vacations are expected to not occur during wedding weeks.)

DUTIES AND RESPONSIBILITIES:

- 70% Rentals Coordination
 - Main contact for weddings and other events.
 - Field and respond to rental inquiries in a timely and positive manner.
 - Coordinate set-up before, work during, and clean-up after events that can start as early as 7am and run as late as midnight.
 - Schedule and host guided showings of the facilities and grounds.

- Schedule and conduct planning meetings with individuals to go over details of their event at ALNC.
- Assist in planning and documenting rental details such as timelines, catering and A/V usage.
- Update administrative details such as organizational calendars, financial databases, rental and vendor contracts and rental rates.
- Supervise the facility and grounds during rental events including enforcing ALNC policies, managing building issues, ensuring safety and security, and providing custodial services where needed.
- Maintain contact with Facility and Grounds Manager to ensure facility is suitable and ready for events.
- Ensure rental events do not have a negative impact on educational programming.
- Create custom content in ALNC's theaters.
- May need to move chairs and tables, bus tables and remove trash, recycling and compost during events.
- 20% Administrative and Strategic Work
 - Manage events staff, including hiring, training, scheduling, and developing and implementing growth plans where applicable.
 - Facilitate partnerships with outside vendors, organizations and individuals to further the mission of ALNC.
 - Maintain financial records.
 - Maintain contracts and policies.
 - Develop plans and practices for a sustainable program.
- 10% Other Duties as Assigned

REQUIREMENTS AND QUALIFICATIONS:

- At least 18 years of age.
- Experience in event planning, administration, customer service and/or hospitality fields. Degree or certificate in related field (hospitality, recreation, communications, tourism, etc.) preferred.
- Ability to accurately prioritize and multitask.
- Ability to assimilate and communicate a high volume of information across disciplines and departments.
- Proactive, self-directed and reliable; organized and detail-oriented; able to manage varied schedule.
- Leadership, flexibility, creativity and composure in problem-solving, troubleshooting and making and implementing decisions quickly and soundly.
- Management and communication skills; ability to supervise staff and work well in a team.
- Comfort in overseeing guests and facility usage, developing systems and practices and communicating verbal and written instructions and procedures to staff or other individuals.
- Computer skills (Microsoft Office, scheduling software, etc.) and experience operating and troubleshooting basic office technology and audio/visual equipment (projectors, monitors, microphones, etc.).
- Reliable transportation to ALNC required.
- Ability to lift 50 lbs.
- Additional relevant skills and interests: Spanish or other language skills; standard First Aid and Adult/Child CPR certifications; interest in science, climate, and regional flora and fauna;



respect, concern and enthusiasm for the natural environment and interest and ability to share that excitement with others.

To Apply:

Please send a cover letter, resume and three professional references to:

Duncan Schultz, Community Engagement Manager
Aldo Leopold Nature Center
330 Femrite Drive, Monona, WI 53716
duncan@aldoleopoldnaturecenter.org (608) 216-0404

Emailed applications encouraged.