



Position Description: Event Coordinator, EarthDance

Organization: EarthDance
Mission: EarthDance grows food, farmers, and community through hands-on education and delicious experiences.
Position: Event Coordinator
Location: EarthDance Organic Farm School, 233 S Dade Ave, Ferguson, MO 63135
Hours: Part-time as needed, approximately 10-30 hours per week.

Job Description Summary

EarthDance is seeking a creative, self-motivated, dynamic and relationship-focused individual with excellent communication and organizational skills to serve as our Event Coordinator.

The Event Coordinator will further our mission by leading planning and coordination of EarthDance's primary fundraising event, Farmers Formal. The Event Coordinator will execute a successful event by assembling and leading a Farmers Formal Planning Committee, refining and overseeing a master timeline of event preparation, collaborating with other staff and planning committee members to carry-out event logistics leading up to, during, and following Farmers Formal. This position may also assist with other fundraising and cultivation events as needed. This person will report to the Executive Director.

Requirements

- Self-motivated
- Supervisory experience
- Superior attention to detail
- Event planning experience
- Demonstrated time management and organization skills
- Passion for the sustainable agriculture movement
- Skilled at applying a creative, solutions-oriented approach
- Excellent written and verbal communication skills
- Proficiency with Google Office Applications
- Proficiency with Excel Spreadsheets

Desired Qualifications & Experience

- Non-profit experience



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- 3+ years of professional development experience
- Management experience
- Skilled at building and leading high-achieving teams
- Track record of successful fundraising
- Experience using donor management software

PRIMARY RESPONSIBILITIES

1. Farmers Formal 80%
 - a. Recruit Leadership for Farmers Formal Planning Committee.
 - b. Lead or assist with leading 3 full Farmers Formal Planning Committee Meetings.
 - c. Assist with securing “big ticket” items for Farmers Formal Live Auction.
 - d. Create and manage the timeline and task list for Farmers Formal.
 - e. Develop and maintain budget for Farmers Formal.
 - f. Utilize existing systems to track event finances including invoicing, ticket sales, and sponsorships.
 - g. Obtain necessary bids and contracts.
 - h. Plan Host Committee Kickoff event, in partnership with other staff.
 - i. Recruit Table Captains and event attendees.
 - j. Serve as liaison for event venue staff.
 - k. Work with committee members and other staff to assure effective promotion of all Farmers Formal-sponsored activities.
 - l. Work with other EarthDance staff members and planning committee members to manage Farmers Formal related tasks (and delegate as needed), such as coordination of all volunteer needs for the event, development of materials related to Farmers Formal, including external communications, printed event materials (including but not limited to signage, invitations, programs, etc.) and event scripts.



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- m. Provide periodic progress reports to staff and board about Farmers Formal.
 - n. Plan and lead week-of and day-of set-up, event execution, and tear-down.
 - o. Manage post-event follow-up with guests, vendors, sponsors, planning committee and staff members.
 - p. Recruit leadership for Farmers Formal 2020 i.e. co-chairs, host committee.
2. Other Event Support 15%
- a. Work with other EarthDance staff members to plan and execute smaller fundraising and cultivation events.
3. All Team (5%)
- a. Participate occasionally in EarthDance programming and farm activities in order to maintain a strong understanding of the impact of EarthDance's work.
 - b. Attend and participate in occasional staff lunch meetings; contribute to overall team goals.

TIME REQUIREMENTS: This is a part-time position, approximately 10-30 hours/week, with time required on tasks highly variable but with planned increases in time commitment at predictable stages of the event timeline, which is to be co-developed by the event coordinator and other EarthDance staff and planning committee members.

COMPENSATION:

Commensurate with experience.

TO APPLY:

Send a resume, cover letter, and 2-3 references to: rachel@earthdancefarms.org

Position open until filled.

***For more information on EarthDance Organic Farm School,
visit www.earthdancefarms.org***



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