



ELKTON COMMUNITY EDUCATION CENTER

Butterfly Pavilion ☀ Fort Umpqua ☀ Native Plants

JOB DESCRIPTION

Site Coordinator

The Site Coordinator oversees office operations, event logistics and site rentals for the Elkton Community Education Center (ECEC) and assists with public relations. This is an hourly, paid, non-exempt position reporting to the Executive Director. The position averages 30 hours per week with seasonal variations (full-time in summer) and growth potential.

ECEC is a dynamic, fast-paced environment, especially during the summer tourist season. We provide job training for local high school students, attract more than 4000 visitors a year and engage volunteers in all aspects of our organization. The Site Coordinator plays an important role ensuring that guests enjoy their time at ECEC and that volunteers and staff have what they need to be successful in their work.

Office Operations

- Manage office communications including guest inquiries, mail, phone calls and email.
- Provide daily office coverage; schedule and train backup office coverage as needed.
- Provide administrative support to the Board and Executive Director. Maintain ECEC forms, files and volunteer data; assist with donor, personnel and corporate records.
- Coordinate daily sales logs, cash tills and deposits. Provide logistical support and occasional sales help in gift shop and maintain credit card system.
- Monitor and maintain janitorial, office and event supplies; order program and maintenance supplies when requested.
- Provide basic tech support for staff and volunteers.

Events & Site Rentals

- Coordinate schedules, logistics, promotions and vendor/participant registration for events. Maintain event records and supplies, and support event organizers as needed. Manage public calendar and promote events via press releases, reader boards, flyers, emails, social media, Eventbrite and word-of-mouth.

15850 Highway 38 West ☀ PO Box 684 ☀ Elkton, OR 97436 ☀ 541-584-2692

☀ info@elktonbutterflies.com ☀ www.elktonbutterflies.com ☀

501(c)(3) EIN# 93-1268069

- Serve as primary contact for people reserving ECEC facilities & equipment. Respond to inquiries, give tours to prospective renters, confirm reservations, complete rental agreements and receive payments. Coordinate booths at promotional events.
- Resolve issues for guests related to HVAC and A/V systems, first aid, kitchen use, etc.
- Inform other staff about events and any facility needs.

Public Relations

- Conduct site tours for visitors when student staff and volunteer guides are not available.
- Assist with e-newsletter, social media and website updates.
- Maintain media contact list and send press releases. Track deadlines and submit entries for event calendars and special publications.
- Coordinate ECEC brochure production and distribution.

Qualifications

- Commitment to ECEC's mission and the Elkton community.
- Ability to work effectively in collaboration with diverse groups of people.
- Excellent customer service and time management skills.
- Intermediate knowledge of Microsoft Word, Excel, Power Point, Gmail and Google Apps.
- Experience with customer relations management systems (we use Little Green Light), bulk email systems (MailChimp), project management software (Asana) and social media (Facebook and Instagram), or willingness to learn.
- Preference will be given to individuals that have demonstrable experience in event coordination, volunteer management and/or marketing.
- The ideal person will be motivated and have passion, integrity, and a positive attitude.

ECEC is an Equal Opportunity Employer.

Updated February, 2019

TO APPLY: Send a resume and cover letter **by March 7th** to PO Box 684, Elkton, OR 97426 or by email to info@elktonbutterflies.com with the subject line "job application".