



## Events Coordinator

Accepting applications until May 15, 2021, or until filled. To apply, send a résumé and cover letter to [greenjobs@cechouston.org](mailto:greenjobs@cechouston.org) and with the subject "Events Coordinator." No phone calls please.

Incorporated in 1971, the mission of the Citizens' Environmental Coalition is to foster dialogue, education, and collaboration on environmental issues in the Houston / Gulf Coast region.

Our vision is an environmental community recognized as a vital part of the fabric of our society. We connect concerned citizens and community leaders with more than 100 diverse environmental organizations. We share, support, and enhance their efforts as environmental advocates. We do this through our programs, which include events that enhance understanding and publications that give a balanced perspective on environmental issues.

CEC is committed to diversity, equity, and inclusion, and encourages people of all backgrounds, experience, and perspectives to apply.

### Job Description

The Events Coordinator will organize and produce events in support of the organization's mission. Ongoing programs currently include CEC's green films and festivals program, the Greater Houston Environmental Summit, and Earth Day Houston in partnership with Discovery Green Conservancy. Events are subject to change and are often held in partnership with other organizations.

This is a staff position funded for one year; continuation is dependent upon securing additional funding. The position will be for **32** hours/week. Benefits include 30 days of paid leave (holiday, vacation, sick, etc.), a flexible work schedule, and options for both virtual and in-person work. Compensation will start at \$2,500/month, commensurate with experience.

The job will include fundraising for events and related activities.

Primary responsibilities will involve the following:

For all events

- Strategic planning: develop budgets, marketing plans, operational plans, benchmarking, and cost-benefit analyses in collaboration with volunteers/consultants.

- Seek and sustain funding for continuation of events from a variety of sources.
- Market events to diverse audiences and grow attendance.
- Manage logistics for events.
- Market events on social media, email marketing, CEC's websites, and with media and event partners.
- Develop, solicit, and manage sponsorships.
- Manage grant writing, reporting and implementation; work with a grant writer to submit grant applications and meet grant requirements.
- Increase event-related revenue (ticket sales).
- Evaluate success of events through attendee surveys, etc. Measure qualitative and quantitative outcomes.
- Recruit and manage volunteers, interns, and teams in support of events.

### Houston Green Films & Festivals

Coordinate the Houston Green Film Series, the Wild & Scenic Film Festival on Tour, and the Wild About Houston Green Film Festival (WAH)

- Plan monthly film events, including the Wild About Houston Film Festival (WAH) and the Wild and Scenic Film Festival on Tour. Select films for each of the events; coordinate panel discussions or follow-up experiences.
- Plan film events with community partners, including the development of custom film programs.
- Identify and show films telling local environmental stories to a broad audience.
- Manage CEC YouTube channel.

### Greater Houston Environmental Summit

Coordinate CEC's annual networking and learning event to bring together the environmental community.

- Recruit and support speakers and facilitators.
- Arrange venue (in person and/or virtual) and logistics.
- Work with committee or task force to develop opportunities to collaborate with other local, environmental organizations (CEC members) to create a shared conference.

### Earth Day Houston

In accordance with terms of CEC's contract with Discovery Green Conservancy, produce Earth Day Houston. Key functions include recruiting exhibitors, volunteers, and organizing infotainment. In close coordination with Discovery Green Conservancy, market event and solicit sponsors. As resources are available, support other regional Earth Month events.

### Other events

Coordinate, recommend, and collaborate to produce and/or support additional events. Such events might include nonpartisan candidate forums, networking opportunities, trivia contests, conferences, and a celebration of CEC's 50th anniversary.

## Additional Responsibilities

- Recruit, supervise, and collaborate with volunteers, interns, staff, and contractors. Intern management is an important aspect of this position.
- Provide periodic reports on activities, including contributions to CEC's annual reports.
- Participate in board and committee meetings as appropriate. Lead staff support for the Programs Committee, which meets monthly.
- Standard operational support activities and outreach.
- Contribute to strategic planning for the organization.
- Other duties as assigned.
- Advocate for diversity, equity, and inclusion within the organization and while working with partners.

## REQUIRED SKILLS/EXPERIENCE

- Experience with event planning (film festival experience preferred)
- Experience supervising paid and/or unpaid staff
- Excellent written, in-person, and digital communication skills
- Strong collaboration skills
- Excellent organizational skills
- Agility with digital technology
- Ability to successfully interact with a wide variety of internal and external individuals, including CEC staff, board members, representatives of CEC member organizations, teachers, and donors and potential donors

## PREFERRED SKILLS/EXPERIENCE

- Volunteer and intern management experience
- Marketing and communications experience
- Experience producing film festivals
- Film fanatic
- Digital design, including video production, graphic design, website development in WordPress, social media, email marketing
- Experience using Salesforce
- Experience writing grant proposals and managing grants
- Bachelor's degree preferred
- Reliable transportation, valid driver's license

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