



*P.O. Box 486 Arroyo Seco, New Mexico 87514 575-770-2391 [www.fitaos.org](http://www.fitaos.org)*

## **EVENT COORDINATOR JOB DESCRIPTION**

**(Posted December 2022)**

**About Field Institute of Taos:** FITaos is a 501(c)3 nonprofit with a mission of providing active, hands-on, nature-based outdoor education & promoting healthy lifestyles. Our summer, after school, school, community outreach programs and special events have positively impacted thousands of children since 1996. We believe all children need and deserve access to nature for play, learning, and healthy growth of mind and body.

**Position Description:** This new position will expand our team, allowing FITaos to continue to grow and thrive with an ultimate goal of expanded impact. The Event Coordinator will develop, design, and deliver high-quality, mission-driven, fun, engaging events in the Taos area. The Event Coordinator is responsible for overseeing all aspects pertaining to FITaos events, working with the Executive Director.

The Event Coordinator will:

- \*Develop, facilitate, staff, and manage engaging, quality events with attention to safety and risk management using culturally sensitive and relevant methods and scientifically accurate information
- \*Be creative and have the desire to work hard and make a difference
- \*Seek out and attend other community events to promote FIT mission and programs

**SALARY, HOURS and BENEFITS:** Part time with hours and schedule varying seasonally. This is an hourly position starting at \$22.50 per hour, depending on experience. Eligible for year-end bonus and raises based on performance. Availability for weekday and weekend work is required.

### **REQUIRED QUALIFICATIONS:**

- \*Experience designing and implementing events
- \*Applicants must be at least 25 years of age, possess a valid driver's license, and have an insurable driving record
- \*Pre-employment background check is required

### **HELPFUL QUALIFICATIONS:**

- \*Experience working with children of all ages and diverse backgrounds in outdoor/experiential settings
- \*Familiarity with local trails and ecosystems

### **REQUIRED KNOWLEDGE and SKILLS:**

- \*Strong verbal and written communication skills
- \*Proficient in Google Drive and Microsoft Office with the ability to learn cloud-based programs and applications
- \*Excellent attention to detail and ability to organize and prioritize tasks and meet deadlines
- \*Reliable and trustworthy with a strong work ethic, sense of humor, ability to listen, and willingness to grow
- \*Maintain a positive attitude in challenging situations;
- \*Comfortable giving and receiving feedback
- \*Commitment to equity and inclusion and creating a positive community work culture for staff and participants
- \*Maintain positive organization reputation with partners, families, and community
- \*Flexibility, adaptability, and capacity to work with a team as well as independently in a changing work environment
- \*Ability to interact with integrity and professionalism with staff, campers, parents, and community
- \*Knowledge of and sensitivity to local community and culture
- \*Comfortable asking businesses and individuals for donations and event support

## **ROLES AND RESPONSIBILITIES:**

- \*Develop, promote, facilitate, and manage existing and new community and fundraising events
- \*Work with Executive Director to determine goals of FIT events
- \*Work with Executive Director to stay current, implement, and evaluate risk management plans and enforce policies and procedures critical to the safety and well-being of event participants and staff as well as to protect and preserve the lands we utilize for events
- \*Provide adequate event staffing, seek and coordinate volunteers
- \*Create event timelines, to-do lists, post-event assessments, and reports to share with staff, volunteers, Executive Director and FIT Board of Directors
- \*Acquire, procure, or create, organize, and maintain all necessary supplies, engaging materials, paperwork for events
- \*Create and maintain event paperwork (organize, file, and maintain privacy)
- \*Support the proper care and maintenance of FIT property and gear
- \*Track and report all income and expenses pertaining to events, including invoicing and collection
- \*Assist with fundraising outreach logistics beyond events
- \*Communications and PR: emails, newsletters, fliers, web and social media content maintaining clear, consistent messaging true to mission and brand in collaboration with Executive Director
- \*Uphold FITaos mission, vision, policies, and procedures by creating and maintaining a healthy, supportive culture and help resolve any issues that arise
- \*Work to enhance, create, maintain, and grow robust partnerships with community organizations in the Taos area and beyond.
- \*Consistently provide friendly, courteous, respectful service including building and maintaining healthy professional relationships with participants, parents, staff, and the community
- \*Other duties, as assigned
- \*Job description may be modified, as needed

## **CURRENT FIT EVENTS**

Rally in the Valley, Youth Nature Photo Exhibit, Bike Swaps, Bike Rodeos, Rubber Duck Race, Ride the Rift

## **FUTURE EVENTS**

Guac-Amole, Green STEAM Event, Winter Family Fun, and more

**PHYSICAL REQUIREMENTS:** Ability to work full days outdoors in variable weather conditions, hike up to 8 miles a day on uneven surfaces, lift and carry up to 50 pounds, work up to 8 hours at a desk, talk on a phone, use a computer.

FITaos is an equal opportunity employer that does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation, or disability. We welcome and encourage applicants that help us achieve a workforce with a diversity of backgrounds, experiences, perspectives, and skills.

To apply: Download an application at <https://www.fitaos.org/who-we-are/available-positions/> and submit it, along with a resume and cover letter to: Susie Fiore, Executive Director, at [info@fitaos.org](mailto:info@fitaos.org)