

Position Title: Events Coordinator
Reports To: Director of Operations
Location: Scarborough, Maine
Job Type: Part Time, up to 20 hrs/week
Pay: \$20/hr

Are you interested in trying out a new career in event or wedding planning? Do you want to help couples and families design the event of their dreams? Do you want to work for a local, mission driven, non-profit organization alongside skilled and passionate coworkers and have some flexibility to your work schedule? If yes, this position may be the perfect fit for you! The Events Coordinator will be responsible for managing and overseeing events at the Ketcha Outdoors facility in Scarborough, Maine, from responding to initial inquiries to the planning stages through to the end of the event. The Event Coordinator will champion communication with clients about renting out our facility for weddings, celebrations and other events. Ketcha Outdoors is seeking an individual who is organized and has strong attention to detail to join our team.

Organizational Overview:

Since 1964 Ketcha Outdoors has created wonderful memories for youth and adults alike on its spectacular grounds in Scarborough - 107 acres of meadows, forests, streams, and wetlands. Ketcha Outdoors has an ACA accredited summer day camp, a nature based Farm and Forest Preschool, and after school and vacation camps. Ketcha Outdoors also offers beautiful indoor and outdoor rental space, available year-round for DIY events that can be elegant or casual. Our facility is ideal for intimate parties, a large reunion or anything in between. Events can be held inside, outside or both. All facility rental proceeds provide valuable support to help fulfill Ketcha Outdoor's mission to provide kids of all ages with deep connections to the land, a vibrant community, and the confidence to create their sense of place in the world.

Primary Responsibilities:

- Work with Marketing team to promote and advertise Ketcha Outdoor's rental facility
- Deliver timely and accurate event information to interested clients
- Provide onsite tours to customers interested in renting the facility
- Book contracts and coordinator logistics with rental customers
- Manage all details, such as checklists and contracts with clients. This includes following up with client paperwork, ensuring contracts are followed, and updating, reviewing, and renewing contracts as appropriate
- Communicate in a timely manner with clients and management about any issues, concerns
- Work with facilities team to ensure building is maintained in adequate condition to allow Ketcha to continue to offer events in the future
- Troubleshoot before and during events as needed to ensure customer satisfaction
- Create schedules and ensure we are staffed during event weekends, including Friday and Sunday night walk through and on call shifts for each weekend
- Must be able to work at least 1 weekend per month from May through October (during busy season) to support clients during peak rental season

- Ability to work some evenings and be on call for some events, as needed
- Assist with planning Ketcha related events as needed
- Other duties as assigned

Qualifications:

- Bachelor's degree in a related field or 1 year of work experience coordinating events or in a customer service related position
- Ability to exercise discretion and utilize independent decision making for events that will best represent Ketcha Outdoors
- Ability to communicate clearly and concisely in the English language, both orally and in writing
- Self-motivated with excellent interpersonal and communications skills
- Proficient in the use of Microsoft Office or Google Suite programs
- Strategic and creative thinker and the ability to envision the big-picture
- Must be detail oriented, resourceful, creative and responsive, possessing a "can do" attitude
- Excellent project management skills
- Strong organization and time management skills and attention to detail
- Ability to work independently and take initiative
- Must be flexible and open to change as job structure and responsibilities may shift as needed
- Must be a team-player, enthusiastic, positive, polished, poised and professional in a highly professional business setting

Benefits:

- Flexible schedule
- Paid vacations and holidays
- Simple IRA plan with a 3% match when criteria are met
- Staff discounts on Ketcha programming

Work Environment:

- Physical Demands:
 - Lifting: up to 50 lbs
 - Frequency of lifting: infrequent
 - Typical business day: 9am-5pm
- Additional Physical Demands
 - Ability to speak and listen on a telephone
 - Ability to type, and view a computer screen
 - Ability to bend and sort paperwork in a filing cabinet
- Visual, Hearing, Dexterity & Mental Demands
 - Adequate to perform the essential functions of the job such as using a telephone, answering emails, filing paperwork, viewing a computer screen, and operating office equipment

Due to the vulnerable nature of the people we serve we require a significant background check process, fingerprinting and vaccination for COVID-19.

Nondiscrimination:

Ketcha Outdoors is committed to building a diverse outdoor community that welcomes and celebrates Black, Indigenous, People of Color and LGBTQIA+ individuals as staff, participants, students, campers, and leaders. Ketcha does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability or handicap (mental or physical), sex creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristics in admission or participation in its programs, services and activities, or in employment. The organization complies with all applicable national , state and local laws pertaining to nondiscrimination and equal opportunity.