

Key Pen Parks

5514 Key Peninsula Hwy NW

Lakebay, WA 98349



The key to your next adventure!

Job Title: Events & Outreach Coordinator

Direct Reports: N/A

Reports to: Volunteer and Outreach Manager

FLSA Status: Non-Exempt

Classification: 30-hour work week with most hours on Monday to Friday, with non-traditional hours of weekends, evenings and selected holidays as needed for community and outreach events. This includes early mornings and nights, as needed. District staff “flex” time as much as possible to maintain a 30-hour work week.

Salary Range: Full range \$26.19 to \$34.17 per hour, anticipated hiring range \$26.19 to \$29.48 per hour, with COLA on January 1.

Benefits: 75% employer paid employee health care/dental care and 60% family coverage, 75% employee vision coverage (note: these already include proration as a $\frac{3}{4}$ time employee), employer paid L&I and WA CARES, WA PERS, up to 11 paid holidays (6 hours) per year one of which is floating, 6 hours sick time monthly, and paid vacation accrued based on length of service.

Summary: Events & Outreach Coordinator provides administration, coordination and support of community/contracted events, organizational outreach and marketing related activities. This position oversees the special event application process, and ensures regulations, laws and processes are followed. Implements and analyzes quality controls and performance measures to sustain high quality special events and programs.

Events & Outreach Coordinator serves as the link between the District and any outside contracted producer(s) or vendors; plus, recruit, train and manage volunteers/staff for event roles. Establishes and maintains positive, collaborative and effective working relationships with employees, citizens, community groups and businesses for the purpose of promoting, supporting and coordinating special events and organization-wide projects.

The ideal candidate takes pride in community engagement and helping create events that engage the residents of the Key Peninsula bridging past traditions with new and exciting elements. You must enjoy planning, attention to detail, and collaboration. You must work independently under tight deadlines and react to changes successfully. You are inspired by the community and enjoy working with a variety of people and viewpoints. You have a strong work ethic, a flexible schedule, sound decision-making skills, diplomacy and excellent interpersonal service during occasionally stressful situations.

Working Conditions and Physical Abilities:

- This position works indoors in an office environment, at outside facilities, and outdoors at various parks and properties including difficult and unpredictable conditions from time to time (rain, wind, snow/cold, and heat). Some work will be performed in settings with exposure to varying environmental and weather conditions.
- Prolonged periods of time may be spent using a computer, telephone and other office equipment.
- This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, writing, grasping, repetitive motions and the ability to work outdoors for extended periods of time in all kinds of weather conditions. Must be able to lift and carry 50 pounds.
- Ability to respond and react to an emergency in an effective manner.
- Must be able to work semi-independently. Events & Outreach Coordinator works under supervision of Volunteer and Outreach Manager.
- Some local traveling will be required for meetings and visiting District facilities. Travel may be required for training opportunities.
- Must be able to work a flexible schedule to include non-standard workweeks, split shifts, evenings and/or holidays.

Essential Duties/Responsibilities:

The following examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Event design and management including logistics, schedules, coordinating internal/external stakeholders, staffing, vendors, supplies, permits, venue preparation and budget management.
- Develop and implement marketing campaigns for events, outreach and organization-wide issues including monthly print ad, website calendar and social media calendar.
- Develop engaging social media campaigns and flyers using modern advertising techniques.
- Independently solve practical problems and deal with a variety of situations effectively with a wide variety of personalities in situations using tact and professionalism.
- Ensure that assigned areas of responsibility are performed effectively, efficiently and within the approved budget.
- Assess situations effectively, identify solutions and take initiative with minimal supervision ensuring work is thoughtfully and professionally completed.
- Develop event reports that include purpose, budget, audience, logistics, schedules and post event outcomes.
- Manage contracted service providers.
- Develop surveys, pop-ups and community partnerships and bring new and diverse community events to further the mission of Key Pen Parks.

- Elicit community and organizational support for community events and programs, present materials to the general public. Recruit, train, supervise and evaluate volunteers.
- Participate in public hearings, workshops, community advisory board meetings and other public/stakeholder meetings related to events/outreach.
- Ensure activities comply with Federal, State, Local and District laws, regulations, rules and/or standards, including for procurement.
- Enforce park rules for events, contracted events and event participants.
- Communicate to Volunteer and Outreach Manager regarding incidents, decisions and issues pertaining to events.
- Work under pressure to meet established deadlines.
- Multi-task, plan, organize, prioritize and schedule work. Take responsibility and ownership for accomplishing work, delivering results and meeting the organization's objectives.
- Commit to clarifying and supporting internal and external customers' goals and strive to meet their expectations and requirements, including communicating routine.
- Interpret and explain parks special events and facility usage information in a clear and concise fashion. Clarify policies, procedures, rules and regulations.
- Identify trends and ensure programs meet citizen expectations and needs.
- Proficiency in Microsoft Office and graphic design software (Canva).
- Operate a Key Pen Parks vehicle on the road safely and courteously, obeying traffic laws to travel between parks, outreach events and obtain supplies.
- Provide friendly and positive interactions with Key Pen Parks users.
- Must have good oral communication skills and work cooperatively with others.
- Perform other related duties as assigned.

Qualifications:

- Two or more years of experience planning and implementing community events, special event coordination, marketing, tourism or related field.
- Experience overseeing events with attendance of up to 1,000 people.
- One year in customer service.
- Must have a valid Washington State Driver's License at date of hire with a driving record acceptable to Key Pen Parks.
- Medical/physical evaluation and drug test prior to employment at Key Pen Parks' expense.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being selected for this position. Prior convictions do not prevent employment.
- Education equivalent to graduation from high school.

Additional Requirements:

- Non-smoking and drug free workplace.

Desired Licenses and Trainings (or ability to obtain after hire):

- CPR/First Aid Training Certification
- WA State Food Worker Card

Disclaimer: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Key Pen Parks is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, sex (including gender identity or sexual orientation), pregnancy, age, genetic information, veteran or military status, the presence of any sensory, mental, or physical disability, or other protected class.