

## **Delta Farmland and Wildlife Trust**

### **Event Coordinator**

(part-time March 2023-October 2023)

The Event Coordinator will report to the Executive Director and work closely with the Office Manager. This role will be the primary contact for Day at the Farm. General responsibilities include: working with the Westham Island Herb Farm, promoting the event, organizing exhibitors, and coordinating volunteers to ensure the success of Day at the Farm 2023. The Event Coordinator will also assist the Office Manager with planning and executing the 2023 Summer BBQ.

#### Detailed Job Duties

- Prepare and submit grant requests for sponsorship and funding
- Prepare and maintain event budgets
- Invite returning participants and seek new participants involved with farming, wildlife, education and commodity representations
- Solicit donations of materials, supplies or items for raffles and/or live auctions
- Organize contests and prizes
- Develop a communications strategy for Day at the Farm, including preparing communications materials and distributing through social media and print channels as required
- Organize venue, equipment rentals, services and supplies, ensuring that all items are reserved before the event to ensure availability
- Oversee delivery and installation of all rentals/equipment/tents, etc. and exhibitor set-up
- Coordinate and recruit volunteers for all aspects of the event to provide coverage of all areas
- Build and administer performance metrics to ensure attendees have the best possible experience – including the use of an online ticket system
- Prepare event summary for Board and thank you letters for participants and supporters
- Other duties as assigned

The Event Coordinator will work on a self-directed, flexible schedule for up to 12 hours per week.