



Elawa Farm Foundation

Event Coordinator

Elawa Farm Foundation's mission is to steward a historic farm that enriches greater Lake County as a center for experiential learning to broaden access to education, nutritious food, and our local food system. We gather community through food and agriculture with a sustainable farm, weekly market, learning kitchen, and educational programming for youth and adults.

Elawa Farm Foundation is seeking a part-time Event Coordinator to manage the event planning activities of the organization. Events include private rentals, such as corporate retreats, birthday parties, limited number of weddings, as well as internal events, including farm dinners, fundraisers, and in-house catering.

Responsibilities

- Coordinate space rentals for on-site events, including logistics planning and communication with clients and Elawa Farm Foundation staff
- Schedule and facilitate client site tours, including final walk-throughs with clients and vendors prior to event
- Manage front of house duties for farm dinners and in-house catering events, including scheduling servers and securing equipment rentals, in collaboration with Resident Chef
- Draft contract agreements with clients and work with Finance Manager to track deposits and payments
- Manage Event Attendant position and coordinate the schedule
- Coordinate the set-up of the space, equipment rentals, and building maintenance for events
- Respond in a timely manner to event inquiries via phone, email, and website
- Develop marketing materials to advertise space rentals to local businesses, organizations, and individuals
- Revise and enhance rental packages on a periodic basis
- Assist Board of Directors and event co-chairs with the planning of two annual fundraisers

Qualifications

- A minimum of 2-3 years of event coordination experience
- Catering and/or front of house management experience is a plus
- High level of organization, attention to detail, and strong verbal/written communication skills are a must
- Possess a calm, solutions-oriented, and charismatic disposition
- Ability to work evening and weekend hours for events, as needed
- Proficient in Microsoft Office and Google Suite

Physical Requirements:

- Requires the ability to provide site tours of the facility, including various on-site event spaces and farm grounds
- Requires the ability to use computers, phones, and other office equipment
- Requires the ability to speak audibly and listen actively
- Requires the ability to lift 25 lbs. and assist with event space set-up (e.g., moving chairs and tables)

Compensation: The hourly rate for this position is \$20-\$25/hour, commensurate with experience. This position works an average of 20 hours per week. Opportunity for some remote work during the week.

Equal Opportunity Statement: Elawa Farm Foundation does not discriminate in the selection of its staff on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of identity.

To apply: Please send cover letter and resume to Laura Calvert, Executive Director, at lcalvert@elawafarm.org by Tuesday, November 22, 2022.