



Outreach and Events Coordinator

Botanica, The Wichita Gardens
Wichita, Kansas

ABOUT:

Botanica, The Wichita Gardens is one of the region's premier cultural and environmental institutions, located in the Riverside neighborhood of Wichita, Kansas. Since opening in 1987, Botanica has grown into a nationally recognized Top Ten botanical garden welcoming more than 350,000 visitors annually from 49 states and more than 23 countries. As a nonprofit organization, Botanica depends on support from donors, sponsors and volunteers with whom employees and the public interact frequently.

This is a full-time, salary non-exempt position. Benefits include health and dental insurance, paid holidays, and accrual-based paid time off. This position may work an irregular schedule to support various programs and events. Evening, weekend, and holiday work can be expected.

DISTINGUISHING FEATURES OF WORK

This public facing team member is responsible for coordinating Botanica's outreach programs, specifically working to create opportunities for people to connect with nature and engage with the garden. The coordinator can expect to be a major contributor to all garden events and traveling exhibitions. Assignments are received from the Director of Events & Exhibitions, however, the coordinator is expected to act proactively and cooperatively with all departments to support the overall goals of the organization.

EXAMPLES OF WORK PERFORMED

- Support the design, planning, implementation, and coordination of Botanica events and contribute to vendor and site selection, arrangements, and scheduling.
- Create and execute engagement activities for external events.
- Participate in tabling activities with external partners.



- Represent Botanica at a variety of community events outside of the garden such as community organization meetings, service-learning programs, schools, farmers' markets, arts and culture events, etc.
- Facilitate partnerships with organizations committed to developing a love of horticulture and improving the environmental impact of our wider community.
- Assist with developing and coordinating exceptional programs supplementing major traveling exhibitions. This will include logistics, research, planning, scheduling and training.
- Work in partnership with education team to host educational special events, including, but not limited to, Earth Day and Monarch Days.
- Work in partnership with events team in coordinating major garden events including, but not limited to, Tulip Festival, Día De Los Muertos, BOOtanica, and Illuminations.
- Provide congenial guest service support to visitors.
- May be required to assist with garden projects as needed.
- These examples are not intended to be all-inclusive.

REQUIREMENTS OF WORK

This position requires the ability to:

- Thrive in a fast-paced, deadline-driven, and ever-changing environment.
- Ability to effectively plan, organize and provide instructions for the work of others.
- Ability to use a computer to access, interpret and record information.
- Research, analyze, and monitor trends and demographics to create programming that is engaging and relevant.
- Maintain flexibility in the face of changing schedules, conditions and volunteer needs.



- Manage supply list and coordinate purchasing.
- Ability to work extended and/or irregular hours including nights, weekends and holidays, as needed.
- Proactively identify and solve problems.
- Work outdoors when inclement weather conditions exist.
- Communicate effectively.
- Effectively manage a high volume of events while also responding to emails and phone calls
- Follow verbal and written instructions and exercise good judgement.
- Lift and carry bulky items weighing up to 50 lbs.
- Safely operate golf carts and maintenance vehicles.
- Acquire and maintain a valid Kansas Driver's License and automobile insurance.
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace.

REQUIRED EXPERIENCE AND TRAINING

- Bachelor's degree or a minimum of 3 years of experience in a comparative position at a nonprofit, horticulture, hospitality, or educational institution. An equivalent combination of education, experience, and training may be considered
- Proven track record of excellent organizational and communication skills.
- Must be legally authorized to work in the United States without the need of sponsorship.

PREFERRED QUALIFICATIONS



- Professional working proficiency in Spanish is strongly preferred
- Associates or Bachelor's Degree in hospitality, events, communications, or related field.
- Prior experience in a museum, community center, garden or attraction.

TO APPLY

Email a cover letter and resume to jobs@botanica.org with the position name in the subject line.