



Position Title: Events & Administrative Coordinator
Reports to: Development Director
Status: Full-time exempt

Mesker Park Zoo & Botanic Garden, a growing organization with a big vision, is seeking an energetic, experienced professional to be part of our Zoo team as our Events & Administrative Coordinator. Evansville's Mesker Park Zoo & Botanic Garden is the number one family tourist attraction in the City of Evansville and is a significant cultural institution for our community. This position is being funded by the Evansville Zoological Society; the 501(c)3 nonprofit support organization of the Mesker Park Zoo & Botanic Garden and is not considered a city of Evansville employee.

Purpose:

Under the supervision of the Development Director, the Events & Administrative Coordinator will be responsible for assisting in the planning and execution of all zoo events including public, fundraising, and promotional events; and is responsible for providing administrative support for the organization. This individual will work closely with the Zoo Director, Board of Directors, Zoo staff, Ad-Hoc committees, volunteer groups, and attend and/or chair committees.

Essential job functions:

- Coordinate Zoo's Event team(s) in planning and delivering successful events to engage new audiences and connect visitors and donors to our mission.
- Responsible for spearheading and overseeing Zoo events with staff, sponsors, volunteers, and vendors so events run smoothly ensuring maximum visitor and sponsor satisfaction.
- Organize and execute all aspects of events and act as point person during Zoo events, including event setup, and break down.
- Assists with the coordinating, planning and execution of corporate and social events.
- Conduct evaluations during and after events to determine visitor satisfaction, fiscal success, and to build and maintain an event history.
- Assist with the creation of engaging and creative event content for the Zoo's social media channels, website, magazine, and e-newsletter.
- Supports Zoo team with updating, adding, and maintaining event sponsor/prospect and patron records in the database.



- Oversees administrative functions including schedule and coordinate staff/board or other meetings, collate and distribute mail, and prepare communications, such as agendas/minutes, emails, invoices, reports and other correspondence.
- Completes special projects and other duties as required.

Education/Experience/Knowledge/Skills:

- The person must demonstrate their history in event planning and execution; and with at least one-year prior administrative experience.
- Ability to leverage and communicate effectively with diverse audiences.
- Excellent writing skills required. Ability to write clearly and persuasively using correct grammar is necessary. Adept in MS Office and ability to quickly learn the Zoo's POS/Donor/Patron software.
- Strong project management skills with the ability to prioritize and manage multiple projects and deadlines.
- Excellent customer service skills.
- Ability to work productively in a team environment.
- Ability to understand and carry out oral and/or written instructions.
- Proficient knowledge of fundraising, word processing, customer service, office and record keeping procedures.
- Current/valid driver's license required.

Physical Requirements:

This position is primarily based in an office environment; however, this individual must have the ability to move throughout the zoological and botanical facility.

Submit resume with cover letter to:

Jennifer Evans, Development Director, Evansville Zoological Society, Inc., 1545 Mesker Park Drive, Evansville, IN 47720, or jrevans@meskerparkzoo.com.

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