

This is an opportunity to be part of a small group of dynamic, creative professionals, who are passionate about protecting the New Jersey Highlands, who seek to improve every day, and who understand that life is too short to not enjoy yourself along the way. We believe in integrity, teamwork, collaboration, inclusion, and having fun!

We're looking for an Events Coordinator who has a knack for fundraising and event planning. You might be a great fit if you enjoy asking for funding and seeking partnerships from businesses and organizations. In this position, you'll raise awareness about the region and our work, and raise funds for our impactful programs. The position is for a 1099 employee (independent contractor) and will pay on an hourly basis (rate is up to \$30 per hour, depending on experience) earning up to a maximum of \$20,000 per year.

You will run with all components of planning, including sponsorship, registration, all event communications, ticket sales (set up and promotion), creating marketing materials, coordinating logistics, creating event budgets, meeting goals, organizing and maintaining tracking of these components, following up with participants post-event, and managing a limited portfolio of pre-determined events.

Qualified candidates should email a copy of their resume, a cover letter, and a writing sample to julia@njhighlandscoalition.org, subject line: [Your last name]: Events Coordinator. All application materials will be kept confidential. Process: Zoom interview. Start date tbd. Events scheduled for 2022/2023.

The Events Coordinator will have a flexible schedule and work primarily from home. You will work primarily with the Executive Director and the Director of Membership and Administration.

Required Qualifications & Experience:

- Experience in an office setting and in development.
- Strong analytical, organizational, and communication (both verbal and written) skills.
- Able to consistently meet deadlines with high quality work.
- A proven ability to run successful events.
- An independent self-starter who can work collaboratively with a small team.
- Comfortable “making the ask.”
- Available to attend in-person events.
- Excellent computer skills with proficiency in Microsoft Office, Google office products, and graphic design tools.
- Familiarity with social media, fund raising, and some graphic art skills
- Able to work a few evenings and weekends as necessary.
- Strong ethics and discretion with sensitive material.
- Non-profit and/or fundraising experience, proven track record in sponsorship.

We are a small but powerful voice in the region and state, representing over 100 organizations and thousands of individual members, to protect the New Jersey Highlands. The region is full of

spectacular views, tons of outdoor recreation opportunities, historical treasures and tourist sites (including breweries and wineries!), and open space with some of the oldest forests that help to fight climate change and provide over 6.2 million people with clean, inexpensive drinking water!

The New Jersey Highlands Coalition is an equal opportunity employer, committed to a diverse and inclusive workspace. Acknowledging the importance of diverse perspectives, we are committed to employing individuals from all backgrounds and with a variety of experiences.

We hope to hear from you!