



NARROW RIVER PRESERVATION ASSOCIATION

Narrow River Preservation Association Seasonal Events Coordinator

The Narrow River Preservation Association's (NRPA) Seasonal Events Coordinator (SEC) plays a vital role in supporting the organization's mission to engage people to preserve and protect the Narrow River (Pettaquamscutt Estuary) and its watershed, primarily through events coordination and implementation. NRPA events normally start in April culminating with the Annual Meeting in October. These events are mostly held on weekends. Although the primary work takes place in the spring and fall, planning and preparation continue throughout the winter.

This is a year-round, hourly position that is work-from-home for the majority of the time. The SEC will have to be present at events as described below, and is, at all times, employed on an "At Will" basis. Nothing in this job description is intended to be and cannot be interpreted as a contract for employment. The NRPA will endeavor to conduct annual reviews of the SEC position.

Responsibilities:

The SEC will plan and oversee NRPA's existing events—including, but not limited to, *What Lives in the River*, *Environmental Day at the Beach*, *Art by the River*, *Annual Meeting*, river cleanups, informational tables at local events, and fundraising activities such as the *Turnaround Swim* and *Pettaquamscutt Paddle*. New opportunities may develop throughout the year.

These responsibilities will involve use of Microsoft Word, Excel, Adobe Acrobat, Canva, Google workspace tools, and Little Green Light CRM (training will be provided for LGL). **Canva expertise mandatory, WordPress and Photoshop expertise HIGHLY desirable.**

This position reports to the NRPA Executive Coordinator, and activities will be coordinated closely with the Coordinator, NRPA Board of Directors, and NRPA Advisory Board members who provide scientific or organizational expertise.

Primary duties of the SEC include, but are not limited to:

- Securing permits and insurance for all events
- Identifying and reserving appropriate event space
- Identifying needed materials and supplies prior to event
- Recruiting and coordinating volunteers – this will involve tracking data via Little



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Green Light CRM

- Promoting events through the website, social media, member emails, online calendars, and press releases
- Developing and managing event registrations submitted through online forms
- Managing the retrieval, transport, and return of materials and equipment between event sites, Middlebridge Bait Shack, and Prime Storage in Narragansett
- Overseeing onsite event registration
- Promoting online book sales along with other events and membership promotions during events
- Organizing event photographs
- Drafting press releases and social media content after events.
- Preparing a written report following each event including financial report if applicable, follow-up tasks and best practice recommendations for subsequent events, and sending out thank you messages to appropriate participants and volunteers
- Preparing monthly reports prior to the monthly Board meetings covering previous month's activities and results.

Qualifications:

- The ideal candidate is organized, outgoing, and detail-oriented with strong interpersonal skills and a passion for connecting people and the environment.
- Experience in customer service or event management is a must.
- Reliable wi-fi and transportation are required.
- Strong knowledge of marketing, social media, and digital communications.
- Available to work weekends on an in-person basis.

Salary Range: \$18.00 - \$21.00 per hour

Interested candidates should send a letter of interest and resume to NRPA's Executive Coordinator at nrpa@narrowriver.org.