

JAMESON CAMP

Event Manager Job Description



Type: Full-time, permanent

Salary: \$40,000 - \$48,000 per year

Supervisor: Development Director

Application Deadline: January 27, 2023

Benefits

- Paid Vacation (10 days)
- Paid Federal Holidays (11 days)
- Paid Personal Days (2 days)
- Paid Sick Days (12 days)
- Paid Jury Duty
- Paid Voting Time (2 hours per election)
- Paid Bereavement Leave
- Medical and Dental Insurance
- 403(b) Retirement Plan
- Long-term and Short-term Disability
- Mileage reimbursement
- Professional Development Fund
- Free annual facility rental
- Employee discount on day and overnight summer camp (ages 5-17)

About Jameson Camp

Our mission is to empower youth by removing barriers to healthy and vibrant experiences in nature. We do this by inspiring collective investment in environmental justice. We believe resiliency, compassion, integrity, unity, and stewardship in the next generations is made more certain when they have collective experiences in nature. Jameson Camp offers equitable access to our 132-acre oasis in the heart of Indiana for young people, including those living with social, emotional, developmental, and behavioral health challenges.

Our programming includes traditional day and overnight summer camp, specialty summer camps, and year-round environmental education. Jameson Camp is the first and only camp in the Midwest to offer an affirming summer camp for LGBTQ+ youth, continuing a 95-year tradition of providing children with a safe, welcoming, and accepting space to flourish.

The Jameson Camp campus is available for venue and cabin rentals throughout the year. Renting our facilities creates opportunities for community connection and positive public relations while generating revenue to support the maintenance and growth of facilities and grounds.

Job Description

The Events Coordinator is the event planning expert at Jameson Camp. In this role, you collaborate closely with the Director of Development and Program and Facilities staff to provide a five-star guest experience for groups renting our campus for weddings, lodging, and conferences.

In this role, you will coordinate with guests, vendors, and staff in all aspects of event operations. This position is also responsible for aiding the Development Director in fundraising events. The Event Coordinator must aid in the growth of Jameson Camp's impact and maximize our profitability and profile.

As manager of facilities rentals:

- Maintain accurate rental records including calendar, contracts, damage reports, and payments
- Respond to guests and inquiries in a timely manner and maintain accurate communications records
- Build and maintain enriching community partnerships that further the Jameson Camp vision

- Provide campus tours that highlight the value of our mission and facilities
- Identify and build relationships with high-quality vendor partners for future philanthropic gifts
- Collaborate with Facilities & Maintenance to support in campus stewardship
- Prepare rental spaces and check guests in and out of facilities
- Develop and present monthly and annual reports and analysis
- Supervise event staff
- Develop stewardship plan for rental guests to connect them to our mission

As coordinator of fundraising events:

- Book venues and speakers
- Research vendors and choose the best combination of quality and cost
- Manage volunteer relationships for event operations and fundraising
- Assist in recognizing and thanking event donors and sponsors

You will be successful in this role if you have:

- A love for making dreams come true
- Problem-solving skills
- An organization styles
- Ability to manage multiple projects with high attention to detail
- Passion for youth development and nature
- Strong communication skills

Qualifications

Customer service and/or professional event planning experience required

Weekend and evening availability

Reliable transportation or ability to live on-site

How to Apply

Please submit your resume to careers@jamesoncamp.org no later than January 27, 2023. Applications received after this date will not be considered.

Jameson Camp is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.