



# WOLFE'S NECK FOR AGRICULTURE & THE ENVIRONMENT CENTER

## EVENT AND GROUP TOUR COORDINATOR

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### A Bit About Us

Wolfe's Neck Center for Agriculture & the Environment seeks to transform our relationship with farming and food for a healthier planet. On our 626 acres of diverse ecosystems we farm, conduct agricultural research on soils and climate change, and invite visitors to engage with the food system and the role we all can play in building a more just and sustainable future. The farm is within a unique mix of ecosystems—creating a remarkable and inspiring place for visitors of all ages to learn and play. Our programs are growing and currently include summer farm camp, school programs, school vacation camps, programming for families, Teen Agriculture, and the Organic Dairy Research and Farmer Training Program. Wolfe's Neck also manages a community garden, Community Supported Agriculture (CSA) program, farm store, oceanfront campground, and seasonal community events and festivals.

Wolfe's Neck Center believes in the power of using our special campus to bring people of all ages to the farm for immersive and meaningful hands-on learning experiences and memorable events. We host both external events for local groups and businesses, and internal fundraising events designed to connect people to the farm, our programs and locally raised, grown and produced food. 2018 is the last year we will be hosting weddings on the property, shifting our external event offerings to group tours and farm-based experiences connected to our mission. Wolfe's Neck Center seeks an Event Coordinator to oversee and manage these events, ensuring that all events taking place at Wolfe's Neck Center are enjoyable, safe, well-organized and represent the best the farm has to offer.

### Primary Responsibilities

- Provide effective management and coordination of all organized events held at Wolfe's Neck Center
- Design and implement an Events plan that can achieve revenue goals, support the mission of and remain consistent with the Wolfe's Neck Center brand and experience.
- Serve as lead point person for coordination of group experiences and tours, working with our Visitor Services, Education and Farm teams.
- Help develop and manage the Event budget; oversee sales of and work with the marketing team to promote events and group tours.
- Ensure effective management of event-related partnerships. Seek out new partnerships that will help support event goals through product donation, event sponsorships, and volunteers.
- Ensure timely and appropriate response to all inquiries. Provide tours and manage the group tour sales process.
- Recruit and coordinate volunteer groups to support projects around the property.
- Effectively recruit, coordinate, and thank volunteers assisting with events.
- Develop relationships with local businesses, farmers, food producers, community members, and organizations that will help support WNC and the surrounding community.

- Secure support from the local business community as sponsors for events either through direct sponsorship or production donation

## **Skills and Qualifications**

- Two plus years of hands-on experience in coordinating and managing events, especially fundraisers
- Fundraising and sales experience
- Strong interpersonal skills and public communication abilities including excellent writing and computer skills, and customer service skills
- Strong organizational abilities, time management skills and ability to prioritize and manage multiple projects.
- Experience with creating and managing partnerships
- Energetic, dynamic and engaging personality
- Strong commitment to working within the local community and people of all ages
- Ability to work well independently, as a member of a high functioning team and developing effective working relationships with people from a variety of backgrounds
- Ability to work well under pressure
- Bachelor's degree preferred
- Must be able to work a variable work schedule, which includes frequent work on weekends during the event season

## **Compensation**

The Event and Group Tour Coordinator is a part-time, year-round position (40 hours/week May through October, 20 hours/week November through April). Compensation is competitive and commensurate with experience. As a year-round employee, the Event Coordinator is eligible for benefits offered by Wolfe's Neck Center, including: health insurance, dental insurance, paid vacation and holidays and our retirement savings plan.

## **To Apply**

Please email a cover letter and resume to [info@wolfesneck.org](mailto:info@wolfesneck.org) with **Event and Group Tour Coordinator** as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. No phone calls please. Posted 12/27/17.

Wolfe's Neck Center is an Equal Opportunity Employer and values diversity in the workplace.