



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Events Coordinator (TLC)**

Position Description Number: **44**

Classification: **The Land Conservancy**

Position Summary:

The Events Coordinator; TLC, will plan and implement periodic meetings and special fundraising gatherings in support of The Land Conservancy.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Coordinate lists of invitees, reservations
2. Reserve sites for events.
3. Arrange for food, awards, etc.
4. Recruit presenters, provide for presentation materials and equipment

Qualifications:

The Events Coordinator, TLC, will possess:

1. Strong organizational skills
2. Knowledge of the Microsoft Office Suite, including: Word, Outlook, Access and PowerPoint.
3. Access to email.
4. Strong communications skills, including writing and listening.

Supervision:

This position will report directly to the Coordinator of The Land Conservancy.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of 24 hours per month towards activities associated with this position.

Workplace Location:

This position would work out of the RC&D office in Mascoutah, although portions of the work could be completed at the selected volunteer's home work station, pending compatible software.

Benefits:

The Events Coordinator, TLC, is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills