

Society Event Coordinator – Friends of the U of A Botanic Garden Society

About Us

The Friends of the U of A Botanic Garden (FOG) is a volunteer organization governed by a Board of Directors. Our mission is to enhance member and visitor experiences at the U of A Botanic Garden. This includes working collaboratively with U of A Botanic Garden staff to support Garden initiatives.

Society Event Coordinator Position

The Friends of the University of Alberta Botanic Garden are looking for an energetic, motivated individual with excellent organization and communication skills. Some administrative responsibilities are required of this position.

The position is part-time and seasonal with approximately 5 events scheduled during the summer months, one winter event, and an Annual General Meeting. The Society Event Coordinator position will also assist Botanic Garden staff with Luminaria and other events at the Garden (e.g., an annual plant sale). Aside from meetings and events, the role can be managed from home. This is an ideal position for someone who wants to work part-time from home and be engaged in the community.

Responsibilities

1. Events (Garden walks and talks regarding horticulture, gardening, nature, native plants, and arts and culture celebrations)

Organize events as agreed to by the Board by identifying speakers/presenters/collaborators, booking facilities, coordinating volunteers, registering attendees, and any other duties required to host events.

Develop, coordinate, and disseminate marketing and communications to FOG members through social media and email distribution. The ability to edit and post on social media sites would be an asset.

Maintain and store records and promotional materials used at Garden events.

2. Administrative Functions

Prepare Board meeting agendas in consultation with the Board Executive and take notes of discussions and decisions. Meetings are held the first Tuesday of every month from 7 - 9 pm at the Garden or online through ZOOM. Attend or coordinate other meetings as required (e.g., event planning, executive, etc.).

Ensure that FOG Society bylaws and other legal requirements are followed including annual reporting obligations under the Societies Act, CRA Charities, and AGLC casinos.

Ensure that mail is picked-up weekly (mailbox is at the Skyview Centre on 137 Avenue) and respond to email received at the Friends info@ address.

Pay invoices and reconcile bank account statements.

Other duties as assigned.

Compensation

The role has a wage of \$20 per hour. Given the seasonal nature of the position, the role averages 45 hours/month in the Garden's summer season, and 20 hours/month in the winter season.

Applicants should submit their qualifications, resume and reason for interest in the position to info@friendsofuabg.org