



Job Title:	Events Manager
Salary:	\$4,306-\$5,167/month (\$51,674-\$62,009 annual equivalent)
Location:	Vancouver, WA
Reports To:	Advancement Director
FLSA Status:	Exempt
Application Deadline:	August 10, 2022

Columbia Land Trust is seeking an Events Manager to join its dynamic team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 32 years, Columbia Land Trust has permanently conserved more than 55,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres for the benefit of both wildlife and local communities. Central to our work is a commitment to advancing a more inclusive, equitable conservation movement and building relationships to achieve cooperative conservation solutions.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. [Equity is a core organizational value](#) and applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington, just across the Columbia River from Portland, Oregon. Additional offices are located in Portland, Hood River, and Astoria, Oregon. For more information about the Land Trust, please visit columbialandtrust.org.

SUMMARY

Based in Columbia Land Trust's Vancouver office, the Events Manager is responsible for advancing our mission by creating opportunities for donors, volunteers, partner organizations, and the general public to engage with our organization and connect to nature. Events are primarily held at Land Trust sites but may also include virtual opportunities or other creative event collaborations that support our organizational mission. This full-time position requires a minimum of 2 days working at the Vancouver office per week. Additional in-person office work will be expected for pre-and-post event needs, as well as day-of-event support at various locations. Remaining time can be flexed from regional offices and/or from a home office.

Essential Duties:

- Create and manage an annual events calendar for all Columbia Land Trust events, working across all departments for both in-person and virtual events.
 - Create, plan and lead constituent-specific events that further Columbia Land Trust's mission by providing experiences with nature, building support for conservation, and inspiring people to support our work. Examples include:
 - Major donor tours on conservation lands throughout the Land Trust's service region
 - Support third-party fundraising events
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Columbia Land Trust

CONSERVING THE NATURE YOU LOVE

- Outdoor events that engage members of the public from across our region, which could include students, youth and elders, rural and urban communities, communities of color, and other groups that are underrepresented in outdoor spaces
- Staff or Board of Directors events
- Supporting volunteer land stewardship, in collaboration with the Land Trust's Stewardship Team:
 - Coordinate 1-2 volunteer events per year on Land Trust sites, including volunteer recruitment, logistics, and on-site support.
 - Track and maintain relationships with volunteers
- Working in collaboration with Development Manager to seek and engage with events sponsors
- Serve as the main contact for all event attendees and event communications, with a focus on relationship building as a key part of communication style
- Collaborate with Communications team on promotion and invitation strategies
- Support Columbia Land Trust's equity and inclusion goals by applying an equity lens to all work. This will include tailoring events to the diverse needs of different constituent groups.

Organizational Support

Land Trust staff support a broad range of organizational activities such as, participating in Board of Directors meetings, learning about and engaging with diversity, equity and inclusion (DEI) work, and involvement on staff committees.

Qualifications:

Columbia Land Trust expects that applicants for this position will have skills and experience with some of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure that qualified candidates have the skills to safely and effectively accomplish the work. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

To thrive in this job, applicants should have:

- Experience in event production;
 - Awareness of audio and visual event needs;
 - Appreciation and curiosity for the natural world, and for Columbia Land Trust's mission and work;
 - Creative thinking and a guest-centered approach to event experiences in nature;
 - An understanding of how to create experiences that are inclusive and welcoming for people from diverse backgrounds, particularly marginalized communities;
 - Experience engaging in personal or professional diversity, equity, and inclusion work;
 - Excellent organizational skills, with an ability to effectively manage multiple tasks and projects simultaneously;
 - Ability to balance immediate event needs while also advancing longer term event tasks;
 - Desire to engage volunteers;
 - A capacity for solid, rational decision making, with a clear, direct, and respectful communication style that is flexible to the needs of remote and in-person work.
 - An ability to work collaboratively and effectively in a team environment and across departments;
 - Basic experience with Microsoft Office Suite, Adobe, and event or email marketing software;
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Longer days or weekends may be required at times but is not a regular part of this work. Applicants should be comfortable leading events in urban and rural outdoor spaces, sometimes in inclement weather. When travel to event sites is needed, the Land Trust provides mileage reimbursement for use of personal vehicles and has organizational vehicles available as needed.

Salary and Benefits:

Healthy, happy staff are an important element of our success and we strongly believe in and support a work/life balance. Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$51,674 - \$72,344 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$51,674-\$62,009 annually. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance premiums for three-quarter to full-time employees; voluntary benefits include a Section 125 -FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401(K) retirement plan.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION Columbia Land Trust requires its employees to receive the COVID-19 vaccination and booster and has practices in place to mitigate exposure following CDC guidelines. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

APPLICATION INSTRUCTIONS

To be considered for the Events Manager position, please email a cover letter highlighting relevant experience, your resume, and a list of three references to jobs@columbialandtrust.org. We will not contact your references without notifying you first. Please include the following in your cover letter:

- A description of your interest in this position;
- Your commitment to and/or experience with diversity, equity, and inclusion.

Applications for this position will be accepted through **August 10, 2022**.

Mailed applications can be submitted to:
Jennifer Wilkerson, Advancement Director
Columbia Land Trust
850 Officers Row
Vancouver, WA 98661

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.
