



**Events and Outreach Coordinator**  
**Committee for Green Foothills - Palo Alto, CA**  
**Exempt, 40 hours/week**

**Committee for Green Foothills (CGF)** protects the open space, farmland, and natural resources of San Mateo and Santa Clara counties through advocacy, education, and grassroots action. We were founded in 1962 by people who wanted to protect local hillsides from sprawl. Since then, we have expanded our reach and membership across two counties, changing the face and the future of the region. In our 50+ years we have brought to life Margaret Mead's famous words, "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

Take a look [at our work since 1962](#) and [our vision for the next 50 years](#).

**About the position**

The Events and Outreach Coordinator will broaden and deepen our relationship with donors, local volunteer advocates, and decision makers who support CGF's mission in order to expand our reach and our effectiveness. The Coordinator will work with staff and volunteers to identify, design, and implement the event activities needed to meet our annual advocacy and fundraising goals. We expect around 15-20 events annually including our annual gala, 1 educational bus tour, 2-4 member socials, 2-4 docent-led natural walks, 1-2 presentations, and 9 advocacy workshops. Events are typically on evenings and weekends.

**About you**

- Excellent writing, communication, and interpersonal skills
- Masterful organizer with exceptional time management capabilities
- Experience: 3+ years in office administration, 2+ years in event management
- Passion for the mission of Committee for Green Foothills
- Can lead multiple projects at once, working in a team and independently
- Proficient in Microsoft Word, Excel, mail merges, web searches, social media, database management, basic website maintenance, and PC computers
- Bilingual skills (especially Spanish) a plus



## **Responsibilities**

### **Manage 2-4 nature walks, 1 bus tour, and 1-2 presentations - 50%**

- With staff, develop a calendar of events each year that support our advocacy, educational, and fundraising goals
- Coordinate logistics including venues, caterers, docents, speakers, vendors
- Prepare all forms and communications including materials required by sponsors, contributors, participants, volunteers, and vendors pertinent to each event
- Maintain accurate and up-to-date contact records in database for all participants
- Pilot new events to test new audiences with an aim to expand membership base
- Identify and solicit underwriting support, working with Executive Director
- Recruit interns and volunteers to support event planning and day of the event
- Manage events budget, develop a report of 'lessons learned' after each event

### **Organize Gala - 30%**

- Coordinate logistics including venues, caterers, speakers, vendors
- Provide leadership in planning, organizing, conducting, and evaluating gala
- Manage committee of volunteers and staff to plan and implement the gala
- Prepare all forms and communications including materials required by sponsors, contributors, participants, volunteers, and vendors pertinent to event
- Maintain accurate and up-to-date contact records in database for all participants
- Recruit and support volunteers for the steering committee and day of the event
- Coordinate staff, board, and steering committee to meet fundraising goals
- Manage budget, develop a report of 'lessons learned' after event

### **Provide support for 2-4 Member Socials and 9 Advocacy Workshops - 20%**

- Coordinate logistics including venues and caterers
- Prepare all forms and communications pertinent to each event
- Recruit and support volunteers to support event planning and day of the event
- Maintain accurate and up-to-date contact records in database for all participants

**Compensation:** \$42,000-\$45,000, depending on experience

**To Apply** send cover letter, resume, and salary requirements to [info@greenfoothills.org](mailto:info@greenfoothills.org). Please write "Events and Outreach Coordinator" in subject line.

*Committee for Green Foothills is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*