COMMUNITY EVENTS COORDINATOR
(Administrative Team)

Denver Urban Gardens (DUG) is a 501(c)(3) organization nationally recognized as a leader in creating sustainable community gardens. DUG was founded in 1985 to support local neighborhoods in establishing food-producing community gardens and has expanded into nutrition education and training programs, school partnerships, and food access work.

DUG’s mission is to provide the access, skills and resources for people to grow healthy food in community and regenerate urban green spaces.

Our vision is a sustainable urban future where people are deeply and directly connected to the earth, each other, and the food they eat.

We are seeking a Community Events Coordinator to be part of our dynamic, diverse, and inclusive team.

Job Description
The DUG Community Events Coordinator (CEC) will provide administrative support for all of DUG’s signature program events, classes, and series in order to improve and enhance their reach, quality, effectiveness, impact, and community retention. The CEC will be part of the administrative team and work in partnership with the program teams.

Essential Job Duties
- Plan all elements of each event/series, from venue to promotion to registration to on-site support to thank yous to post-event evaluations and game planning for next year
- Identify program lead’s requirements and expectations for each event/series
- Create and post event/series announcement in partnership with MarComm and ensure that event/series gets desired exposure across desired communities online, and in some cases through flyers
- Liaise with vendors, partners, and stakeholders during the event planning process to ensure everything is in order
- Manage and coordinate volunteers as needed in partnership with Volunteer Coordinator
- Maintain event/series budgets
- Book venues, speakers, photographers, translators, day care and other on site staff as needed
- Arrange and provide travel support when requested
- Conduct post event follow up and evaluations, ensuring a culture of continual improvement
- Keep track of and maintain DUG physical assets in good working order
- Track events internally in Salesforce and Google Drive folders to ensure institutional knowledge retention/transfer.

**DUG’s Events (subject to change)**

**SIGNATURE EVENTS:**

- Garden Leader Symposium: Feb
- Spring Plant Sale: May
- Fall Plant Sale: Aug
- Gather ‘Round: Sept
- Harvest Happy Hour: Nov

**SERIES:**

- Garden Leader Training Courses: Jan- May
- Urban Roots Workshops: Feb-Oct
- Micro Network Events: Mar-Oct
- Youth Workshops: All Year
- Master Composter Program: Feb-Apr
- Permaculture Design Course: May-Oct

**Requirements:**

- A minimum of 2 years' experience running program and/or fundraising events
- Extremely well-organized with proven project management skills
- Extremely detail-oriented
- Strong people skills, including the ability to work comfortably with individuals of diverse backgrounds of all types
- Clean driving record
- Proficiency with Google Workspace and Zoom

**Preferred but not required**

- Spanish language proficiency
- Knowledge and experience with gardening and/or any of DUG’s Impact Pillars: Community building, climate action, skill building, food sovereignty, ancestral foodways, and mental and physical health and well being
- Experience with Salesforce, Wordpress, Volunteer Hub, and Mighty Networks

**COMPENSATION + BENEFITS**
Starting compensation is $45,000-$60,000, depending on experience. This is a full-time exempt, fully benefited position based on experience and skill set. Benefits include a flexible work schedule, paid holidays, vacation, unlimited PTO, as well as generous employer-sponsored health/dental insurance plans and retirement plans.

DUG offers professional learning opportunities in horticulture, urban agriculture, food access, health & wellness, climate action, community garden building & education, community garden establishment, and support for school gardens. There is potential for opportunities for advancement within Denver Urban Gardens as our programming expands.

**HOW TO APPLY**

Please send your resume and cover letter to jobs@dug.org with “Community Events Coordinator” in the subject line. In your cover letter, please address the following questions/topics:

1. What does ‘gardening in community mean to you?  
2. Why DUG?  
3. 3 accounts of events you have coordinated and/or managed, your role, outcomes and how success was measured.

Application closing date: December 15, 2022

**EQUITY STATEMENT**

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

We are an Equal Opportunity Employer and our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people’s lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one’s identity. All of our employee’s points of view are key to our success, and inclusion is everyone’s responsibility.

Thank you for your interest in our organization and community!

*Posted 11.14.22*