

Special Event Assistant

Goal of Position

To successfully coordinate and present a special event at the Janet Huckabee Arkansas River Valley Nature Center

Sample Activities

1. Meet with educational staff to brainstorm an event, assist with planning the event, etc.
2. Coordinate program components and presenters
3. Advertise the event
4. Assist with behind the scenes logistics

Timeframe

Length of commitment: no time frame

Estimated total hours: variable, 3-6 hours a week

Scheduling: some work will be coordinated, and some work will be on your own.

Worksite

Janet Huckabee Arkansas River Valley Nature Center

Qualifications Sought

1. Willingness to work hard
2. Good organizational skills, creativity, and responsibility
3. Ability to follow directions
4. Transportation is required

Benefits

1. Long term improvement of the nature center site
2. Personal satisfaction of organizing and presenting a large event for the enjoyment of guests.

For further information

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