Events & Outreach Coordinator

Friends of the Rappahannock

About Us
Friends of the Rappahannock (FOR) is a 501c3 watershed protection organization. FOR works to be the voice and active force for a healthy and scenic Rappahannock River. We accomplish this through three program pillars: advocacy, restoration, and education.

Friends of the Rappahannock is an equal opportunity employer and does not discriminate based on race, color, religious creed, gender, national origin, ancestry, marital status, age, sexual orientation, or disability. We are inclusive. We believe diversity drives innovation. We are always growing our partnerships and believe it takes a watershed to make a difference. We strongly encourage applications from People of Color, LGBTQ+ people, and those who are members of other marginalized communities.

Position Description
This position primarily supports planning, coordinating, and executing events and meetings for Friends of the Rappahannock and the Rappahannock River Roundtable. This position is responsible for helping develop and facilitate engaging, organized, and successful events that bring community members, partners, stakeholders, and supporters together to advance the organization's missions.

The Events & Outreach Coordinator will work across multiple sections of the organization, including but not limited to Advocacy, Restoration, Education, and Development, to coordinate events, workshops, conferences, and organizational meetings. The position supports the logistical and administrative aspects of event planning. This includes initial scheduling and preparation through event execution and follow-up.

The successful candidate will work closely with the Communications Manager, Rappahannock and York River Roundtable Coordinators, Development Director, consultants, FOR program staff, and partners to plan and facilitate events that build relationships, encourage collaboration, increase awareness, and support FOR's and our conservation partners' missions.

DUTIES

This part-time position is 20-30 hours per week and is based out of our Fredericksburg Office. This position will support the planning and coordination of events and meetings for both Friends of the Rappahannock and the Rappahannock River Roundtable. Events may include, but are not limited to, the Woods, Wildlife, & Wetlands Conference, Rappahannock River Roundtable Symposium, York River and Small Coastal Basins Roundtable All Hands Meetings, Bourbon on

the Half Shell, Wild & Scenic Film Festival, Rappahannock Riverfest, collaborative stakeholder workgroups and workshops, and other large-format events and organizational programs. This position may require occasional travel and evening and weekend work.

This position will facilitate meetings related to event and program planning, coordinate logistics, and work with staff and partners to ensure events are organized and executed successfully.

Event Planning & Coordination:

- Coordinate logistics for FOR and Roundtable events, conferences, and workshops.
- Develop event timelines, track planning progress, and coordinate staff responsibilities.
- Arrange venues, catering, equipment, vendors, and other event needs.
- Manage Event registration, attendee communications, and check-in.
- Coordinate speakers, sponsors, and volunteers,
- Track event budgets, expenses, and purchasing.
- Coordinate Event Materials, signage, supplies, and equipment.
- Assist with event setup, execution, and breakdown, including occasional evenings and weekends. Coordinate post-event follow-up and evaluations.

Meetings & Facilitation

- Schedule and facilitate event and program planning meetings.
- Develop meeting agendas, prepare materials, and coordinate logistics.
- Record Meeting notes, track action items, and follow up on outstanding tasks.
- Support stakeholder workshops and Roundtable meetings.
- Help keep projects and planning efforts on schedule.

Communications & Promotion

- Coordinate with the Communications Manager on event promotion and communication timelines. Provide event details, updates, and content for websites, social media, and email communications. Assist with attendee, sponsor, speaker, and partner communications.
- Coordinate event materials, including event programs, agendas, name tags, and signage.
- Ensure sponsors and partners receive appropriate information and recognition.

Position Requirements:

- Strong organizational and time management skills, with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Comfortable facilitating meetings and coordinating with stakeholders and partners.
- Ability to work independently and collaboratively. Across multiple programs.

- Proficient with Google Suite, virtual meeting platforms, and Canva.
- Ability to work occasional weekends and evenings to support events.
- Valid driver's license and ability to travel to event locations throughout the Rappahannock River Watershed.
- Work in person out of the Fredericksburg office 2 days per week for collaboration with the Communications Manager and staff.

Preferred Capabilities:

- Experience in event planning, conference coordination, meeting facilitation, or project management.
- Background in environmental or conservation, or worked as a communicator for an environmental or conservation organization.
- Experience in coordinating large-format events, workshops, or multi-stakeholder meetings. Familiarity with event registration platforms, budget tracking, and vendor coordination
- Ability to adapt to changing priorities and troubleshoot challenges.

Compensation and Benefits:

This is a permanent part-time, hourly position starting at $22-25/hour. To qualify for part-time benefits, you must average at least 20 hours/week. Part-time benefits include paid time off, paid holidays, and health care reimbursement for qualified expenses.

Interested? Please send your resume and cover letter to Carleigh Starkston, Communication Manager, at carleigh.starkston@riverfriends.org