

WATER CONSERVATION GARDEN

Job Description

POSITION

Community Programs Coordinator

CLASSIFICATION

\$25/hour, Full-Time, includes a medical stipend
PTO, Sick, and Holiday

SUMMARY

Under the direction of the Director of Garden Operations, the Community Programs Coordinator oversees The Garden's event rental program and existing education programs focused on water conservation and sustainability for adult and youth guests. This role involves community engagement to support The Water Garden's mission and strategic priorities. The Coordinator ensures high levels of service in all areas of program delivery and collaborates effectively with Garden staff and volunteers. This position offers a flexible schedule. Community engagement is a key aspect, including public speaking, basic marketing, coordinating presentations, and occasional Saturday availability to support programs.

The Coordinator manages all aspects of the Water Conservation Garden's facility rental program, negotiates contracts with clients, assists with event management, and enforces Garden policies. The role involves independent work aligned with the Garden's goals under the supervision of the Director of Garden Operations, requiring strong interpersonal skills with a sales and marketing focus.

GENERAL DUTIES AND RESPONSIBILITIES

Community Education Programs and Events

- Oversee and coordinate conservation-based workshops quarterly as part of the County of San Diego contract for adult education.
- Collaborate with the Director of Garden Operations on educational and exhibit enhancements.
- Schedule qualified instructors for workshops and consultations. Build relationships with current instructors and recruit new ones, including local Landscape Architects and Landscape Designers.
- Ensure a safe, comfortable, and engaging learning environment for participants.
- Compose pre- and post-workshop emails to attendees and track survey feedback.
- Create professional follow-up reports for the County of San Diego following each workshop.
- Develop promotional materials using Canva in collaboration with marketing staff.
- Contribute to The Garden's quarterly newsletter, email campaigns, social media, and other marketing platforms.
- Monitor guest registrations through the backend of TheGarden.org website.
- Manage payment invoices and instructor check requests for conservation programs.

Event Rentals and Coordination

- Negotiate contracts with clients, monitor and manage rentals, enforce Garden policies, and train/supervise event monitors as needed.
- Conduct site tours with clients, establish event parameters, and coordinate equipment needs/rentals and fees.
- Collaborate with the Director of Operations to develop promotional materials for facility rentals and update marketing content as needed.
- Promote Garden facility rentals at local conferences, meetings, and community events. Secure advertising within the Garden's marketing budget.
- Maintain the Garden's events master calendar, including organizational and third-party events.
- Attend Garden special functions as required.
- Prepare quarterly reports for the Director of Operations.

- Work independently, exercising initiative and sound judgment.
 - Uphold the highest ethical standards of nonprofit events management.
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EDUCATION/EXPERIENCE REQUIREMENTS

- Minimum of an Associate's degree required; Bachelor's degree preferred.
 - Valid California driver's license required.
 - Two years of relevant experience in advertising/marketing, public relations, and event planning preferred, with a strong emphasis on quality customer service.
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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Highly developed organizational, time management, and communication skills (written and verbal).
 - Enthusiastic and energetic personality.
 - Strong analytical skills, initiative, diplomacy, and problem-solving abilities.
 - Ability to work effectively in a fast-paced environment with competing priorities.
 - Professional demeanor and strong customer service orientation.
 - Attention to detail and thoroughness.
 - Proficiency with computer applications, including Excel, Word, and Outlook; experience with QuickBooks is a plus.
 - Interest in public gardens, museums, exhibit galleries, and/or nonprofits is a plus.
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WORKING CONDITIONS

- Work may be performed in an office or field environment.
- Moderate physical activity, including handling objects up to 25 pounds or standing/walking for more than two hours per day.
- Minimal exposure to physical risk.
- Workplace is non-smoking and drug-free.
- Flexible hours, with a minimum of 30 regular in-office hours per week.
- Occasional weekend and evening hours required for events.

WORKING CONDITIONS

Work may be performed in an office environment or field environment. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than two (2) hours per day. No or very limited exposure to physical risk. The workplace is non-smoking and drug-free. Hours are flexible with a minimum of ten (30) regular in-office hours per week. Weekend and evening hours at rental events required occasionally.

SUPERVISION

Received

Director of Garden Operations

About the Water Conservation Garden

The Water Conservation Garden, a nonprofit organization founded in 1999, is a 5-acre public garden whose mission is "promoting water conservation in the southern California landscape through excellent programs and exhibits that educate and inspire the public." The Garden serves over 60,000 visitors annually and offers educational tools via 16 display gardens and a full program of tours, classes, and events for children, adults, families, and landscape professionals, both on-and off- site. In 2007, the Garden won the Rain Bird Corporation's international award for leadership in water conservation; in 2009, Sunset Magazine listed the Garden as one of the "Top Ten Western Gardens."

