



The Association of Nature Center Administrators

Position: Events Coordinator, Part-time (20 hrs)
Location: Remote, preferred locations include proximity to ANCA members
<https://natctr.org/membership/find-an-anca-member>
Reports to: Executive Director, Logan, UT
Posted: April 2019

Summary

The Association of Nature Center Administrators (ANCA) is a private, non-profit organization dedicated to promoting and supporting best leadership and management practices for nature and environmental learning centers.

As an Organization, a Staff, and a Board;

- We are an **Inclusive, Welcoming, and Supportive Community**.
- We value **Learning and Sharing**.
- We believe that the **Collective Wisdom and Diversity** of our **Peer Network** is our greatest resource.

ANCA is seeking a part-time Events Coordinator to support year-round events including the ANCA Summit & Auction, Region Meetings, and Peer Consults.

Essential Functions

- Assist with the planning and organization of the Annual ANCA Summit
- Organize the Summit Sponsor Program including sponsor recruitment, communications, and maintaining sponsor relationships
- Coordinate the annual Summit Live & Silent Auctions
- Assist with the planning and communications of ANCA Region Meetings
- Assist with the planning and communications of ANCA Peer Consults
- Represent ANCA and work to insure we have organized and professional communications with anyone who interacts with us digitally and in-person

Qualifications

- Enthusiastic self-starter who loves to take a project and run with it
- Experience with special events preferred
- Excellent written and verbal communication skills
- Strong organizational skills and ability to work independently

- Ability to maintain a positive attitude that promotes teamwork within the organization and a favorable image of the organization
- Detail oriented and ability to multi-task
- Ability to prioritize, meet deadlines, and exercise good judgment and diplomacy
- A sincere interest in the mission of ANCA and its members
- Must attend the annual Summit (in August or September) and close-by Region Meetings

Compensation

\$13-15/hour to start. Benefits include a 403(B)-retirement plan; holiday, annual, and personal leave.

To apply

Please send a cover letter and resume with a completed/signed ANCA employment application (next page) to Jen Levy, ANCA, P.O. Box 464, Logan, UT 84323. Email applications also accepted at jenlevy@natctr.org. **Position open until filled, interviews will begin as qualified applications are received.**



EMPLOYMENT APPLICATION
The Association of Nature Center Administrators
P.O Box 464
Logan, UT 84323
Phone: (435) 787-8209
www.natctr.org

Thank you for applying to the Association of Nature Center Administrators (ANCA). ANCA is an equal opportunity employer. ANCA does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.

Resumes and cover letters are also required with a completed application. Applications that are not signed will not be considered. Completed applications will be kept on file for one year.

Name _____ Date _____

Position Applying for _____

Preferred Phone _____

Permanent Address _____

City/State/Zip _____ E-mail _____

Upon offer of employment, are you able to provide proof of citizenship or alien right to work status?

Are you over 18 years of age? _____ If not, employment is subject to verification of minimum legal age.

Have you ever as an adult been convicted of a crime or are you now under criminal charges, excluding minor traffic violations, or dishonorably discharged from the Armed Forces of United States? _____

If yes, describe in full. (A yes answer is not an automatic bar to employment.)

References

Please list name, title, address, and telephone numbers of three professional references.

1. _____

2. _____

3. _____

Please read each statement carefully before signing.

I certify that all information given in this employment application and supplements is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may justify my dismissal if discovered at a later date.

I authorize investigation of all statements and matters contained in this application and supplements. I authorize all previous employers or persons having information concerning me or my record to report such information to the Association of Nature Center Administrators. I release each such person from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable. I agree, if employed, to devote my best efforts to the performance of my duties, to comply with all rules and regulations of the employer, and to obey all lawful directives of supervisors designated by the employer.

I have read and understand all portions of this application and have answered all questions completely and truthfully.

Signature _____ Date _____