

FOX CITIES ENVIRONMENTAL LEARNING CAMPUS  
AT BUBOLZ NATURE PRESERVE  
POSITION DESCRIPTION

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**Event Coordinator**

Under the direction of the Event Manager, the Event Coordinator is responsible for assisting in planned events and executing various aspects of on-site rentals that exceed customer expectations, while upholding client satisfaction. This position will also coordinate all beverage service requests for the Fox Cities Environmental Learning Campus at Bubolz Nature Preserve.

*The essential functions of the Event Coordinator include the following:*

- 1) event planning and understanding policies to detail facility rentals and events
- 2) ensuring prompt and efficient communication with customers while also ensuring the highest level of customer service
- 3) maintaining office duties such as phones, scheduling appointments, assisting guests with requests
- 4) understanding Banquet Event Orders (BEOs) and the ability to create BEOs for events
- 5) assisting as acting event point person on site when needed
- 6) coordinating and/or assisting with set-up for events when needed
- 7) ensuring the preserve liquor operations remain within full compliance of the law at all times
- 8) procuring and renewing all licenses and permits associated with liquor sales
- 9) hiring, supervising, scheduling and making sure all bartenders' certifications and trainings are current
- 10) filling liquor inventory orders through designated wholesale distributors and keeping stock of all supplies for bar service including: cups, napkins, picks, garnishes, ice, mixing utensils, etc.
- 11) overseeing the liquor storage closet and beverages within the walk-in cooler; including ensuring each are locked outside of operation and organizing the stock and inventory within each
- 12) availability to work an irregular schedule as required to ensure proper coordination of events and activities scheduled
- 13) increasing and growing utilization of The Lodge and other preserve facilities to achieve self-sustaining business goals
- 14) performing other duties and responsibility as assigned

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**Qualifications**

- Associate's Degree in event management, hospitality or related field or 2 years related experience
- Excellent interpersonal communication and organization skills required
- Ability to manage multiple projects simultaneously, prioritize and work under pressure
- Upbeat, energetic, positive attitude, highly motivated, personable, articulate and diplomatic
- Ability to build and maintain relationships with both external and internal entities
- Strong ability to work independently, yet enthusiastic to be part of a team
- Ability to effectively communicate the preserve's mission and purpose
- Flexibility in scheduling to accommodate regular evening and weekend hours

**Language Skills**

Ability to read, analyze and interpret data and documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write a business letter/email. Comfortable and competent in presenting to and speaking in front of groups and individuals.

**Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions.

**Other Skills & Abilities**

Position requires demonstrated applied skills in word processing and computer software including, but not limited to, Microsoft Office Suite. Ability to work without direct supervision in an office environment is required. Ability to hold a valid Wisconsin Driver's License and possess reliable transportation that can be utilized for work purposes.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands/fingers to handle objects, tools or controls, reach with arms and hands. The employee frequently is required to talk or hear. The employee is regularly required to conduct tours of event space for customers and potential customers.

The employee must regularly bend, squat and must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The noise level in the work environment will vary from low/moderate to potentially high during certain events. This is a non-smoking work environment. Employee will occasionally be required to perform work outside of the office environment to include exposure to weather and temperature extremes. May occasionally be required to walk on slippery or uneven surfaces.