

Seeking Independent Contractor for Event Coordination

Project Summary:

A long-standing watershed education event held in Bear Creek Park in Medford in the fall requires a contractor for event coordination. This event, formerly called “Kids & Creeks”, connects community members to hands-on activities and exhibits focused on local shared water resources, specifically multiple-use of local water resources, salmon, the stream habitat, and watershed health. The event, renamed the Bear Creek Fall Festival, has been the most visible and highly attended watershed-related outreach activity offered to the general public in the urban Medford locale. The education fair is combined with a creek cleanup event held on the same day which has a separate coordinator.

Required: Excellent organizational and communication skills. Ability to work and communicate effectively with numerous diverse individuals and groups. Familiarity and competency with Google platform (especially editing, sharing, and creating documents in Google Drive). Positive, adaptable, and engaged attitude is a must. Successful applicant will demonstrate a high degree of dependability and flexibility. Must be able to work independently, as well as part of a team. Educational Requirements: Bachelor's Degree or higher or current coursework in: Natural Resource Management, Outdoor Leadership, Communications, Environmental Education, or closely related fields.

Additional skills: Knowledge of watershed-related partners and social connections in region. Environmental and/or experiential education background. Previous event, project, or program administration or coordination. Communications and/or marketing experience, especially in Medford area.

Compensation: \$15-\$20/hr., depending upon experience. Contracting agency: Rogue Valley Council of Governments. Contractor provides own equipment and work space.

Work details: Contract to begin approximately June 1, 2018. Meetings with host partner to be scheduled monthly TBD. Event to be held September 22, 2018. Contract completion by November 1, 2018.

Workload expected:

June 1 - Sept. 1: 5-10 hrs. /week

Sept. 1-21: 10-15 hrs. /week

Event day, Sept. 22: 8 hrs.

Job Description & Expectations: Contractor to work closely and be in direct communications with Contract Contact Person and Event Planning Committee members and event partners and exhibitors. It is expected that the contractor will use phone, email, and event Google account to communicate as appropriate. Contractor requested to meet (in person or by phone) with Planning Committee at least once/month (June-Oct.) weekdays. Contractor to use Google platform for email, document creation, and sharing. Contractor to assist Planning Committee and other partners on publicity/promotions, including implementing existing event marketing plan, creating and distributing promotional and other materials electronically and physically to individuals, organizations, and media outlets including print, online, and social media. Work with Planning Committee and partners as needed to coordinate event logistics including entertainment, food, exhibits, equipment/supplies/materials, and activities. Secure, coordinate, and supervise volunteers. Wrap up event with thank-you correspondence, event debrief, and final report.

To apply: Letter of interest, three references, and résumé to Greg Stabach, gstabach@rvcog.org by May 15, 2018. Tentatively holding interviews of selected applicants 5/22-5/24.