

Communication and Events Virtuoso

Are you someone who:

- Likes planning and organizing events?
- Connects easily with and loves working with passionate people?
- Cares about working locally to influence a global vision of a balanced, healthy environment?

About the Communication and Events Virtuoso Position

We are looking for an outgoing and enthusiastic Communication and Events Virtuoso who has a passion for doing meaningful work and has strong communication skills. Creative, sharp, and compassionate individuals ready to hit the ground running are encouraged to apply. This role has opportunity for growth and is the perfect fit for someone who enjoys wearing multiple hats in a fast-paced office.

This key role will fill our growing need for increased marketing and outreach efforts. You will use our social media channels, website, newsletter, and print collateral to reach wider audiences, increase engagement, form partnerships with other sister organizations, and attract new members to the Plant Exchange community.

If selected, you will help plan our monthly events and assist in coordinating our army of dedicated volunteers. The monthly events include our gardening speaker series, fundraising sales, and plant donation pick-ups. You will also plan and expand our annual signature event, the free community-wide Plant Exchange held in March.

This is a position of responsibility. As a small organization, plans are developed and decisions implemented quickly. This is a good fit for a person who likes to see their efforts turn into immediate results.

Please note, this role requires a valid drivers license, access to reliable transportation, and working one Saturday of every month.

About The Plant Exchange

The Plant Exchange (a 501c3 non-profit organization) is all about renewing the connection with all things horticultural via a free-to-the-community exchange of plants, information and expertise. We serve as a central clearing house for the horticultural industry by diverting items destined for the landfills to new homes and new uses. In addition to supporting reuse, recycling and organic living, our premier event is the annual free plant exchange attracting over 1000 enthusiasts where gardeners, landscapers, urban farmers, and beginners come to exchange plants, equipment, supplies and information about ways to make our urban environment more sustainable, aesthetic and healthy. We are proud of our track record of helping other non-profits beautify their workspaces, gardens and classrooms by giving plants away at no cost. We now have 3 locations in Oakland which includes an office, a warehouse and a pop-up event site. Visit www.theplantexchange.org to learn more.

Responsibilities

- Maintain relationships with our existing plant donation partners and research new partnerships.
- Assist with volunteer recruitment and management for our monthly and annual events.
- Plan, coordinate, and advertise the monthly gardening speaker series.
- Assist with creation of event collateral such as flyers, posters, and signs.
- Manage social media channels, website / blog, newsletter campaigns, and press releases.
- Create and maintain a communications calendar to ensure messaging is consistent across channels.

Qualifications

- Valid CA drivers license with a clean background.
- Ability to work the 2nd Saturday of every month.
- Bachelors in marketing, communications or related field.
- Experience working with or an understanding of non-profit organizations.
- Skilled at popular social media platforms.
- Excellent communication skills, grammar, and with a creative eye for design.
- Proficient in creative and graphic design programs.
- Self-starter and ability to balance multiple priorities.
- Knowledge of computer software including MS Word, Excel, PowerPoint, social media and other digital outreach tools.

Hours: This job is part-time starting at 24 to 30-hours per week (to be jointly determined) with the opportunity for growth.

Salary: \$18/hr

Please include a cover letter with your resume.
Send to Odette: connect@theplantexchange.com.