



Texas Children in Nature Network Awards Dinner Event Planner

www.texaschildreninnature.org

Job Title: Awards Dinner Event Planner

Location: Houston, Texas

Texas Children in Nature Network's (TCiNN) annual Summit will take place in Houston, TX on December 6-8, 2023, at the C. Baldwin Hotel downtown.

TCiNN is a virtual organization. This is a remote/work from home position that will require some pre-event site visits at the hotel prior to the Dinner. Hiree must live in Houston and have a vehicle or access to transportation means. Hiree must be present in-person on December 6-8, 2023, at the Summit.

Hours: Maximum of 150 hours total

Contract 1099 employee

Initial Term: No more than 150 hours in Oct., Nov., Dec.

Pay Rate: \$50/hour

The mission of Texas Children in Nature Network is *to ensure equitable access and connection to nature for all children in Texas*. It is a large network of organizations across Texas, engaging educators, health care providers, nature, and conservation professionals. TCiNN works to provide resources for our partners throughout the year, culminating in our Annual Summit.

TCiNN is looking for a contract temporary event planner to work up to 150 hours on the TCiNN Champions Awards Dinner to take place in Houston, TX December 7, 2023. They will work with our Education Events Coordinator, Executive Director, and Summit and Awards Dinner planning committee to support the logistics and planning of the Champions Awards Dinner and Auctions. They are also expected to work with the TCiNN team during the duration of the 3-Day Summit event of which the dinner is a portion (December 6-8, 2023).

There will be regular check-ins with other TCiNN Staff either virtually or in person. Hiree must have their own computer, phone, and reliable internet service. This is a temporary contract position that provides no benefits.

The Summit draws more than 300 professionals in the healthcare, education, design and construction, parks and recreation, and conservation fields, along with municipal and community leaders. The three-day event offers interactive site-based workshops around Houston, a full day of educational concurrent sessions, two dynamic keynote speaker presentations, and professional networking opportunities. The event is an opportunity for our partners to come together to learn from each other and then integrate this knowledge into their own community programs.

Responsibilities:

Provides administrative support to ensure finalization of the logistics of TCiNN Champions Awards Dinner including the Auctions.

Duties include:

- Coordinate all aspects of event photographer, florist, and other vendor contracts and associated communication and logistics
- Help coordinate invitations, RSVPs, and Eventbrite ticket sales
- Communicate with awardees, speakers, presenters, sponsors, and venue staff for the annual Champions Awards Dinner
- Arrange Dinner logistics, including coordinating Audio Visual needs
- Arrange dinner table layout and seating arrangements with assistance from TCiNN Board and Staff
- Assist with all Dinner planning, coordination, set up, guest check-in and related tasks on December 7, 2023, during the Day and Night of the event
- Provides information by answering questions and requests from TCiNN partners, Dinner Attendees, Award Recipients, Venue Staff, Vendors, and others prior to and during the event
- Contributes to team effort by accomplishing related results as needed
- Lead logistics set up and needs during the day on December 7 for the event and during the Dinner – may include such activities as: direct final setup by Hotel staff, help set up Auctions, distribution of materials for attendees, and other last minute details
- Provide prompt updates and responses to TCiNN staff
- Other duties as requested

Skills and Qualifications:

- Administrative and Promotional Writing Skills
- Proficient with Google Suite products
- Previous conference/event contract negotiation with vendors

- Provide excellent customer service
- High Level Organizational Skills
- Attention to Detail
- Professionalism
- Problem Solving
- Strong Verbal Communication
- Comfortable and familiar with social media graphics software Canva
- Work well independently and with a team

Education and Experience Requirements:

- High School diploma or GED
- Minimum 2 years' experience with conference and special events production

Application period open until filled.

To apply email a cover letter and resume to scoles@texaschildrennature.org