

Event Liaison



Overview

For over half a century, World Forestry Center has worked at the intersection of people and forests. As a nonprofit organization dedicated to creating and inspiring champions of sustainable forestry, we offer experiences that inspire people to value and support the economic, ecological, and social benefits of forests.

World Forestry Center is very fortunate to have on its campus two large and two small revenue generating banquet/meeting rooms that are rented to companies, organizations, and individuals. As a nonprofit, the World Forestry Center relies on this rental revenue to meet its annual budget and help support its mission.

We are accepting applications for a full-time Event Liaison who will be part of our Event Services Team that is responsible for the sales and customer service of all events on our campus. The Event Liaison will primarily be the on-site support during events, giving exemplary customer service by helping clients and their vendors with questions and concerns while making sure all event activity adheres to our company policies and regulations.

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religions, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.

Position Responsibilities

- Provide professional event support for a variety of indoor and outdoor business and social events, including: corporate events, auctions, trade shows, festivals, and weddings. Events size can range from 25 to 400 people
- Greet client, caterer, and delivery personnel upon arrival and to review compliance with policies, procedures, codes, ordinances, and regulations
- Respond and problem solve for clients on day of event, addressing any issues that may arise
- Give tours of the campus and facilities to potential clients
- Provide comprehensive customer service pertaining to attracting, booking, and retaining customers who wish to rent World Forestry Center facilities
- Ensure all safety protocols are adhered and take the lead on any emergency response that may transpire during the event
- Work in tandem with facilities team when necessary to help with room set-up and tear down
- Support the Event Services Manager in preparing and acquiring event documents, including timelines, floor plans, and necessary insurance

Qualifications & Requirements

- Excellent customer service skills, organizational skills, and ability to communicate well with a variety of people from diverse backgrounds. Outstanding interpersonal skills by phone, in person, and via email with high professionalism
- Must have problem solving skills, be able to multi-task, pay attention to detail, and calmly and professionally deal with unexpected situations
- Must be flexible and willing to work evenings and weekends
- Computer literate and proficient in Microsoft Office
- Must be able to lift 40 lbs. and be physically able to climb stairs and walk a 5.5-acre campus
- For the safety of our staff and community, we require our employees to be fully vaccinated against COVID-19.

Details & Compensation

- This is a full-time position of a minimum of 24 hours per week with a primary schedule of Wednesday through Saturday, though that could change with advanced notice. There is the potential for more hours per week on an as-needed basis to support Discovery Museum admissions desk staff
- Pay is \$19.25 per hour.
- Reports to Events Services Manager
- Health and dental insurance provided, with option for vision insurance
- 401k provided, with 3% safe harbor for all employees and 1% match provided for all contributing employees
- Paid sick and vacation time, along with several paid holidays per year for all staff.
- Reciprocal access to other area attractions, such as Portland Japanese Garden, Portland Art Museum, and the Oregon Zoo.

To Apply

Please send your name, and cover letter to agarcia@worldforestry.org

Only candidates chosen to interview will be contacted.