



Trailnet Event Coordinator

Trailnet is a 501 (c) (3) organization that promotes active living through bicycle and pedestrian activities. With a strengthened emphasis on program activities, Trailnet is seeking an event professional for the position of Event Coordinator.

Trailnet is a St. Louis based non-profit organization with a 20-year history of **Promoting Active Living*** - a way of life that encourages people to integrate physical activity into their daily routines. Trailnet's mission is to lead in fostering healthy and active communities through innovative programs, planning, and policy that promote walking and bicycling throughout the St. Louis bi-state region.

The organization builds audiences for trails and outdoor recreation by offering a three-season schedule of supported bicycle rides and walking events. In addition, Trailnet provides services and education that result in greater safety for bicyclists and pedestrians, improved air quality, and increased opportunities for non-motorized transportation. Strong regional partnerships allow the not-for-profit to facilitate the planning, design and improvement of regional multi-use trails, greenways and bicycle/pedestrian compatible roadways.

Trailnet is also one of five collaborating partners for The Confluence Partnership. The Confluence is a network of conservation, heritage and recreation attractions along America's Great Rivers in the heart of the bi-state St. Louis region. This linked system of parks, historic sites, interpretive centers and multi-use trails is being developed by a unique partnership of public and private agencies. The goal of the Confluence Partnership is to reconnect people to the Mississippi, Missouri, and Illinois Rivers. Event responsibilities for the Confluence Partnership include the annual conservation education program, Eagle Days at the Old Chain of Rocks Bridge, the St. Louis Route 66 Festival and The Confluence Trash Bash.

Reporting Relationships: The Event Coordinator reports directly to Trailnet's Program Manager and works closely with the Confluence Partnership Director.

Position Overview:

Open immediately: This is a reduced part-time position, approximately 30 hours a week supporting programs and events ending March 30, with the opportunity for continued employment.

Events: Approximately 75% of this time will be spent developing, organizing and producing new and existing Confluence Partnership programs and events. The remaining 25% time will be spent supporting existing Trailnet programs and events. This individual must enjoy people. The chance to interact with adults, children, other professionals, volunteers and visitors should be an incentive for the individual applying for this position. This position will work closely with both the Confluence Partnership Director and Trailnet's Program/Events staff.

Trailnet staff work out of two offices and support one another. The applicant must be willing to travel between and work out of both offices as their schedule demands (approximately 10 mile distance). Mileage costs will be reimbursed. This person can look forward to days where unexpected happenings and new opportunities occur, no worry that this job will become routine! The key to success will be the ability to prioritize, organize, multi-task and enjoy the challenge of the unexpected.

Responsibilities: (include, but are not limited to)

Develop and produce collaborative events, including excellent quality recreational events:

- Creatively develop events that fit the mission of Trailnet and The Confluence Partnership
- Work collaboratively with regional partners
- Work effectively with program/events team
- Effectively evaluate program outcomes, meet goals

Requirements:

- Supportive of organization's mission
- Exceptional event organization and time management skills
- Excellent oral and written communication skills
- Experience with event planning essential
- Experience in health, exercise and active lifestyles beneficial
- Self-motivated, able to work alone and as a member of a team
- Excellent driving record
- Ability to drive 12 – 15 passenger van and pull trailer and provide basic bicycle mechanics desirable
- Computer (Mac) proficient in Word, Excel, PowerPoint, Photoshop (beneficial) and Internet skills
- Available to work up to 2 weekend days/month and occasional weeknights
- Good Health, able to lift, carry and set up/take down equipment

Applicant Information:

Closing Date, July 31, 2009

Please submit your resume and cover letter via email (no phone calls please) to:

Kathi Weilbacher
PR & Program Manager
kathi@trailnet.org

Trailnet is an Equal Opportunity Employer

Date Posted: 07/10/09